

PALM BEACH JUNIOR COLLEGE DISTRICT BOARD OF TRUSTEES

JANUARY 18, 1984 - REGULAR MEETING

7:30 P.M. - CONFERENCE ROOM "C"

AGENDA

1. Call to Order

- A. Prayer and Pledge of Allegiance - Dr. James Flatley, Jr.,
Chairman, Dental Health

2. Approve Board Minutes

- A. Regular meeting of December 21, 1983

3. Appearances before the Board - none

4. Presentation on College Program

- A. General Operating Fund Revenues by Year and Source - Dr. Tony Tate
B. General Operating Fund Expenditures per FTE by Year - Dr. Tony Tate

DETERMINE CONSENT AGENDA

5. Communications - none

6. Committee Reports

- A. Accountability Standard #3 Committee Report - Mr. Joe Schneider
B. Accountability Standard #4 Committee Report - Mr. Joe Schneider

7. Old Business

- A. Florida Academic Improvement Trust Fund

8. New Business

- A. Approve Continuing Education Courses in other registration periods within the term and approve Corrections to Continuing Education Courses previously approved
B. Accept Placement and Follow-Up Report of Graduates and Leavers of PBJC for the academic year 1981-82 and collected during the Fall and Spring terms 1982-83

8. New Business (Cont'd)

- C. Approve Clinical Agreements between Palm Beach Junior College and the following four agencies for Occupational Therapy Assisting students:
 - 1. Jupiter Hand Rehabilitation
 - 2. Medical Help, Inc., Fort Lauderdale
 - 3. Polk Rehabilitation Center, Winter Haven
 - 4. Halifax Memorial Medical Center, Daytona Beach
- D. Authorize Initiation of Rule 6Hx-18-4.031, Automatic Fund Transfer
- E. Mr. Adams to present proposed Board Rule relating to advertising and ad revenue for Beachcomber generated from alcohol and tobacco products

9. Personnel

- A. Approve Personnel Items

10. Business Affairs

- A. Receive list of Warrants and Purchase Orders issued for December 1983
- B. Accept report from the Vice President of Business Affairs regarding property reported missing or stolen for the month of December. This report is for your information and no action is required.
- C. Approve Budget Resolution #41 - will transfer funds from Personnel Expenses to Current Expenses - Staff & Program Development; from Current Expenses to Personnel Expenses - Student Activities; and from Capital Outlay to Current Expenses - North Campus. (General Current Fund)
- D. Accept Budget Resolution #42 - will budget into the Restricted Current Fund a New Award for Florida Information Resource Network.
Award letter attached.
- E. Approve Summary of Budgeted Expenditures by Function - General Current Fund and Restricted Current Fund - Period ending December 31, 1983
Material to be distributed prior to Board meeting.

11. Construction and Development

- A. Approve Change Order #2, Millage Project #171-Phase II, Fire Alarm System. This Change Order, an additive of \$11,162.50, is required to correct the damage to the fire alarm system caused by an electrical storm.

Current Contract Amount	\$ 153,928.95
Addition to Contract	11,162.50
Revised Contract Amount	\$ 165,091.45

11. Construction and Development (Cont'd):

- B. Approve Change Orders 2 & 3, Millage Project #107, Center for Personalized Instruction. Change Order #2, a deduct in the amount of \$1,066.00 is the assessment of liquidated damages. Change Order #3, an additive in the amount of \$1,908.00, is to cover the change in soffit design & installation.

Current Contract Amount	\$ 268,130.00
Change Order #2	- 1,066.00
Change Order #3	+ 1,908.00
Revised Contract Amount	\$ 268,972.28

- C. Correct Item 11-D, December 21, 1983 District Board of Trustees meeting to read - Approve Phase II Drawings & Specifications for Millage Project #103 - Auditorium Renovations

This was incorrectly reported as Phase I Drawings.

- D. Approve Hunzinger Construction Corp., 810 Saturn Street, Jupiter, Florida 33458 as a prequalified contractor for College construction
- E. Accept the recommendation of the President for the selection of an engineering firm for modifications to the central mechanical plant air conditioning system. The following firms are recommended in the order listed:
- Brabham, DeBay & Associates
Ralph Hahn & Associates
Planas-Bassett-Worthy & Associates
- F. Approve reinstating Gersch & Bramuchi General Contractors, 1340 Kenwood Road, West Palm Beach, FL 33401, as a prequalified contractor for College construction. A current financial statement has been received.

12. Miscellaneous Bids - none

13. Awarding of Bids:

- A. Bid #83-84-36 Police Training Supplies
B. Bid #83/84-37 Seal Coating

14. Announcements

- A. February Board Meeting at Glades Center, Belle Glade

15. Adjournment

DISTRICT BOARD OF TRUSTEES
Palm Beach Junior College
Lake Worth, Florida
January 18, 1984
Regular Meeting

The District Board of Trustees of Palm Beach Junior College met in regular session on January 18, 1984 in Conference Room "C" at Palm Beach Junior College. Dr. Philip O. Lichtblau, Chairman; Mrs. Frances R. Hand, Vice Chairman; Board members Mrs. Hisetta S. Dyson and Mr. Willard F. Findling; Dr. Edward M. Eissey, President and Mr. James M. Adams, Attorney, were present.

Mr. George A. Michael was absent from the meeting.

Dr. James Flatley Jr., Chairman, Dental Health, gave the opening prayer which was followed by the Pledge of Allegiance.

Approve Board Minutes: Upon the recommendation of the President and ON MOTION OF FINDLING/DYSON, THE BOARD APPROVED THE MINUTES OF THE REGULAR MEETING OF DECEMBER 21, 1983.

Presentation on the College Program: Dr. Eissey explained each month, in order to keep the trustees informed on procedures and statistical things going on at the College, we are going to have presentations on Information Trustees Should Know.

Dr. Tony Tate and Mr. Barry Rogers of Business Affairs showed six charts with graphs illustrating various revenue and cost comparisons and comparisons against FTE's.

Corrections to the Agenda:

- 8E - Delete - Mr. Adams to present proposed Board Rule relating to advertising and ad revenue for Beachcomber generated from alcohol and tobacco products
- 11G - Add - Approve Addendum #1, Project #37, Student Services Building, North Campus. This addendum is required by the State as a result of their review of the Final Plans and Specifications for this project.

This addendum was just provided by the Architect at 3:15 p.m., January 18, 1984.

Determine Consent Agenda: Board members and the President requested the following items be excluded from the consent agenda for separate discussion and consideration:

- 6A - Accountability Standard #3 Committee Report
- 6B - Accountability Standard #4 Committee Report
- 8C - Item #4 - Halifax Memorial Medical Center, Daytona Beach
- 9 - Approve Personnel Items
- 11A - Approve Change Order #2, Millage Project #171 - Phase II, Fire Alarm System. This Change Order, an additive of \$11,162.50, is required to correct the damage to the fire alarm system caused by an electrical storm.

Current Contract Amount	\$ 153,928.95
Addition to Contract	11,162.50
Revised Contract Amount	\$ 165,091.45

- 11E - Accept the recommendation of the President for the selection of an engineering firm for modifications to the central mechanical plant air conditioning system. The following firms are recommended in the order listed:

Brabham, DeBay & Associates
Ralph Hahn & Associates
Planas-Bassett-Worthy & Associates

- 14 - Announcements

ON MOTION OF HAND/FINDLING, THE BOARD APPROVED THE FOLLOWING AGENDA ITEMS:

- 7A - Approved Florida Academic Improvement Trust Fund
- 8A - Approved Continuing Education Courses in other registration periods within the term and approved Corrections to Continuing Education Courses previously approved
- 8B - Accepted Placement and Follow-up Report of Graduates and Leavers of PBJC for the academic year 1981-82 and collected during the Fall and Spring terms 1982-83
- 8C - Approved Clinical Agreements between Palm Beach Junior College and the following three agencies for Occupational Therapy Assisting students:
 - 1. Jupiter Hand Rehabilitation
 - 2. Medical Help, Inc., Fort Lauderdale
 - 3. Polk Rehabilitation Center, Winter Haven
- 8D - Authorized Initiation of Rule 6Hx-18-4.031, Automatic Fund Transfer
- 10A - Received list of Warrants and Purchase Orders issued for December 1983

Approved Agenda Items: (Cont'd)

- 10B - Accepted report from the Vice President of Budiness Affairs regarding property reported missing or stolen for the month of December. This report is for your information and no action is required.
- 10C - Approved Budget Resolution #41 - will transfer funds from Personnel Expenses to Current Expenses - Staff & Program Development; from Current Expenses to Personnel Expenses - Student Activities; and from Capital Outlay to Current Expenses - North Campus. (General Current Fund)
- 10D - Accepted Budget Resolution #42 - will budget into the Restricted Current Fund a New Award for Florida Information Resource Network. Award letter attached.
- 10E - Approved Summary of Budgeted Expenditures by Function - General Current Fund and Restricted Current Fund - Period ending December 31, 1983
Material to be distributed prior to Board meeting.
- 11B - Approved Change Orders 2 & 3, Millage Project #107, Center for Personalized Instruction. Change Order #2, a deduct in the amount of \$1,066.00 is the assessment of liquidated damages. Change Order #3, an additive in the amount of \$1,908.00, is to cover the change in soffit design & installation.

Current Contract Amount	\$ 268,130.00
Change Order #2	- 1,066.00
Change Order #3	+ 1,908.00
Revised Contract Amount	\$ 268,972.28

- 11C - Corrected Item 11-D, December 21, 1983 District Board of Trustees meeting to read - Approved Phase II Drawings & Specifications for Millage Project #103 - Auditorium Renovations.
This was incorrectly reported as Phase I Drawings.
- 11D - Approved Hunzinger Construction Corp., 810 Saturn Street, Jupiter, Florida 33458 as a prequalified contractor for College construction
- 11F - Approved reinstating Gersch & Bramuchi General Contractors, 1340 Kenwood Road, West Palm Beach, FL 33401, as a prequalified contractor for College construction. A current financial statement has been received.
- 11G - Approved Addendum #1, Project #37, Student Services Building, North Campus. This addendum is required by the State as a result of their review of the Final Plans and Specifications for this project.
This addendum was just provided by the Architect at 3:15 p.m. January 18, 1984.
- 13 - A. Bid #83/84-36 Police Training Supplies Lawmen's & Shooters Supply
B. Bid #83/84-37 Seal Coating Dennis L. Smith

Accountability Standard #3 Committee Report: Accountability Standard #3, relating to Personnel Decisions, was co-chaired by Mr. Joe Schneider and Dr. Philip Lichtblau. Dr. Hugh Albee, Professor, Mr. Wayne DuBee, Counselor, Mrs. Freddie Jefferson, Division Chairman at the North, Ms. Denise Shepherd, Data Base Coordinator and Mrs. Salle Thornton, Secretary to the Board, served on the committee. Dr. Lichtblau complimented Mr. Schneider on his efforts. Upon the recommendation of Dr. Lichtblau and ON MOTION OF HAND/DYSON, THE BOARD APPROVED ACCOUNTABILITY STANDARD #3.

Mr. Schneider and Mrs. Hisetta Dyson co-chaired the Accountability Standard #4, Equal Opportunity committee. Mr. Frank Mossadeghi, faculty member at the North Campus, Ms. Annie Motley, a member of our Community EA/EO Advisory Committee, Dr. Gary Sims, Provost at the Glades Center, Ms. Gail Tomei, a Counselor and Ms. Trista Wells, a student representative, served on the committee. Upon the recommendation of Mr. Adams and ON MOTION OF FINDLING/DYSON, THE BOARD APPROVED ACCOUNTABILITY STANDARD #4.

Approve Clinical Agreement between Palm Beach Junior College and the Halifax Memorial Medical Center, Daytona Beach: Dr. Eissey explained our attorney had reviewed the clinical agreements and Mr. Adams suggested some minor adjustments to the Halifax Agreement. Dr. Eissey said he would like to have the Board approve the agreement pending approval by our attorney. Mr. Adams explained the two paragraphs dealing with insurance and liability gave him some concern. Upon the recommendation of the President, and ON MOTION OF FINDLING/DYSON, THE BOARD APPROVED THE CLINICAL AGREEMENT BETWEEN PALM BEACH JUNIOR COLLEGE AND THE HALIFAX MEMORIAL MEDICAL CENTER, DAYTONA BEACH, PENDING MR. ADAM'S CLARIFICATION OF SEVERAL ISSUES.

Approve Personnel Items: Dr. Eissey said there was nothing of significance in the Personnel Items, but expressed sadness in the passing of Mr. Frank Guerrera, a member of our faculty from the South Center. Upon the recommendation of the President and ON MOTION OF HAND/DYSON, THE BOARD APPROVED THE PERSONNEL ITEMS.

Approve Change Order #2, Millage Project #171-Phase II, Fire Alarm System: Dr. Eissey said this Change Order is an additive of \$11,162.50 which is required to correct the damage to the fire alarm system caused by an electrical storm. Dr. Eissey explained that we have an insurance policy

with a \$5,000 deductible and the insurance paid the remaining \$6,100.

Mr. Findling questioned the lack of electrical storm protection equipment and Dr. Tate said the engineer felt every precaution had been taken.

Upon the recommendation of the President and ON MOTION OF HAND/FINDLING, THE BOARD APPROVED CHANGE ORDER #2, MILLAGE PROJECT #171 - PHASE II, FIRE ALARM SYSTEM.

Accept the recommendation of the President for the selection of an engineering firm for modifications to the central mechanical plant air conditioning system: Dr. Eissey said the following firms are recommended in the order listed:

Brabham, DeBay & Associates
Ralph Hahn & Associates
Planas-Bassett Worthy & Associates

Upon the recommendation of the President and ON MOTION OF FINDLING/HAND, THE BOARD APPROVED GIVING THE SELECTION OF AN ENGINEERING FIRM FOR MODIFICATIONS TO THE CENTRAL MECHANICAL PLANT AIR CONDITIONING SYSTEM TO BRABHAM, DEBAY & ASSOCIATES. Mr. Findling said he thought the procedures followed were very good and he felt all three of the firms were eminently qualified. Mr. Findling congratulated the committee on producing this list.

Announcements: Dr. Eissey announced the February Board meeting would be held at the Glades Center in Belle Glade.

Dr. Eissey announced on January 24th, the County Commission will be making the final determination on the 10.2 acres of land we have requested for the proposed Performing Arts Center.

Dr. Eissey announced the Search Committee for the Executive Director of the Community College Division has been narrowed down to 26 candidates. He will be going to Tallahassee on Friday where they will narrow the list down to 10. On January 29 and 30, the list will be lowered to approximately 3 and the final candidate will be presented to the State Board of Community Colleges on or about February 13.

Mr. Stafford Mooney announced the Open House for the South Center would be held on Sunday afternoon, February 5th from 1:00 to 4:00 p.m.

Adjournment: The meeting adjourned at 8:07 p.m.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

6A.14.61 - Standards for community colleges.

(3) Personnel decisions. Each college shall establish a process which will enable it to make personnel decisions which select and retain employees who can be successful in helping the college accomplish its mission. The process used shall involve selection, development, evaluation, and retention procedures which are related to successful performance of the responsibilities for which the personnel are employed without regard to race, color, ethnic background, handicapped status, age, religion, sex, or national origin.

- I. Briefly describe any process not defined in form AS-1 which the Board used to develop the attached Accountability Evaluation.

The Board of Trustees appointed the following committee.

Co-Chairmen

Dr. Philip Lichtblau, Trustee
Mr. Joseph M. Schneider, Director of Personnel
& EA/EO Coordinator

Members

Dr. Hugh Albee, Professor
Mr. Wayne DeBee, Counselor
Ms. Freddie Jefferson, Division Chairperson
Ms. Denise Shepherd, Data Base Coordinator
Ms. Salle Thornton, Secretary to District Board of Trustees

The Committee initially met on October 12, 1983. The College Accountability Coordinator gave an overview of the purpose of the accountability evaluation. The Director of Personnel/Equal Access-Equal Opportunity Coordinator provided employment data regarding race, ethnic status and sex of college personnel and reviewed college employment practices as they relate to other protected classes.

The Committee met again on November 8, 1983 and reviewed the processes associated with selection, development, evaluation and retention of college personnel. The last committee meeting was held on December 13, 1983 to review a draft of the report with the recently prepared Cost Analysis SA-1 and EE0-6 Reports.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

II. What evidence did the Board consider in making its evaluation?

Florida State Board of Education Administrative Rules (1982 Edition):

- 6A-14.60 Accountability of community colleges;
- 6A-14.61 Standards for community colleges;
- 6A-14.29 Staff and program development funds;
- 6A-14.41 Contracts for instructional and administrative personnel;
- 6A-14.411 Issuance of continuing contracts;
- 6A-14.412 Annual contracts under certain circumstances;
- 6A-14.42 Board to adopt rules on leave of absence;
- 6A-14.427 Administrative leave for court purposes;
- 6A-14.431 Vacation leave for personnel employed on twelve month basis;
- 6A-14.432 Military leave;
- 6A-14.433 Personal leave;
- 6A-14.434 Absence without leave;
- 6A-14.436 Illness-in-line-of-duty leave;
- 6A-14.437 Maternity leave and
- 6A-14.44 Assignment of employees for temporary duty

Equal Access-Equal Opportunity Plan

Equal Access-Equal Opportunity Annual Report with Proposed Strategies,
July 1983

Board of Trustees Personnel Rules (Chapter 5)

Administrative Handbook

Florida Statutes, Chapter 447

Collective Bargaining Agreement

Handbook For Classified Personnel

Personnel Records

II. Evidence

Personnel Forms

- Position Vacancy Notices
- Employment Recommendation, Status Change and Termination Form
- Classified Probationary Evaluation Form and Classified
Evaluation Form
- Faculty Performance Evaluation Form
- Administrative-Managerial Staff Evaluation Form

Employment Data

- Cost Analysis
- SA-1 Personnel and Salary Report
- EEO-6
- Other OCR Reports

Accountability Standards Information 1983-84 (Data Produced by
Division of Community Colleges)

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3 TITLE Personnel Decisions

DATE January 18, 1984 COLLEGE Palm Beach

III. To what extent does the Board believe that the standard has been met?

A. Check the rating below according to the level of attainment of the college in meeting the standard.

☒ College has met the requirements for meeting the standard.☐ College has not met the requirements for meeting the standard.

B. Explain the rating indicated above.

Palm Beach Junior College has established well defined processes relating to the selection, development, evaluation and retention of college personnel. Personnel decisions made within the established structure allow for equal treatment of all persons without regard to race, color, ethnic background, handicapped status, age, religion, sex or national origin. Implementation of these processes ensures that personnel decisions are made consistent with the College's mission.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

IV. What strengths have been identified as a result of reviewing the standard?

1. The College's procedures for the employment of personnel are clearly defined in its Administrative Handbook.

2. Job classifications/descriptions are on file for all college positions with a general definition of the classification and specific duties to be performed.

3. All college positions have established salary ranges with minimum and maximum salaries and with a clearly identified procedure for advancing to the maximum of the salary range.

4. All full time college positions are announced consistent with the College's Equal Access/Equal Opportunity Plan.

5. The College provides competitive salaries which have been studied several times by outside firms and salary recommendations of such firms have been implemented.

6. The College provides an attractive benefit package for full time personnel which includes \$20,000 of life insurance, employee paid health insurance, unlimited sick leave accrual with terminal sick leave payments, tuition free courses, sabbatical leave and other benefits generally provided throughout the community college system.

7. Full time personnel receive orientation on the college structure, pay practices, benefits and rules and regulations. In addition in-service training sessions are provided periodically to various employee groups.

8. All personnel who work regular schedules, including adjunct faculty, are evaluated at least annually. Evaluation forms are also reviewed and refined periodically.

9. Staff and Program Development Funds are used to increase the knowledge or skills of all personnel categories.

10. Advancement opportunities are available for most personnel classifications. For example, an instructor may advance to a Senior Instructor with the appropriate education and experience or a Clerk Typist I may advance to a Clerk Typist II or Secretary I with the appropriate skills and experience.

IV. Strengths

11. The turnover rate among full time administrative and faculty personnel has generally been low and the turnover rate among classified personnel has declined for the past 5 years.

12. The Personnel Office provides a district college service and has recently added a professional staff member with responsibilities for adjunct faculty, maintenance of professional standards, wage and salary information and certain personnel records.

13. Within the past year new Academic Division Chairperson positions were created at the College's North and South facilities to provide better supervision, especially of adjunct faculty.

14. Detailed personnel reports are completed and disseminated from the Personnel Office.

15. Several grievance or complaint procedures exist including the one which is a part of the Collective Bargaining Agreement.

16. The College has generally been successful in achieving its equal access/equal opportunity goals which are detailed in Standard 4.

17. Specific departmental goals and objectives are prepared and reviewed annually to determine the effectiveness of individuals or areas of operation in meeting the goals and objectives. In addition a College Plan addressing goals for a 5-year period has been prepared and implemented.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

V. What weaknesses have been identified as a result of reviewing the standard?

1. An on-line computerized human resources system is needed to provide faster access to personnel records and to avoid the manual preparation of many personnel reports.

2. A word processing system is further needed to more efficiently produce certain letters, memoranda and other correspondence for college personnel and applicants.

3. Due to the fact that there are many long term employees, personnel files are cumbersome.

4. While the College has generally met its equal access/equal opportunity goals, it has had difficulty in securing black instructional faculty, especially in part time categories.

5. There is no structured revision procedure for employee evaluation forms.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

VI. If the standard has not been met, what guidance has been given to the college administration to enable the college to meet the standard?

Not applicable.

VII. If the standard has been met, what guidance has been given for improvement of performance in meeting the standard?

1. An on-line computerized human resources system should be installed as planned.

2. Word processing equipment should be installed.

3. An effort should be made, perhaps through computerization, to develop summary records with the most significant personnel record information.

4. More extensive efforts should be made to recruit black instructional faculty, especially black part time instructional faculty.

5. A formal procedure should be adopted for a periodic review of evaluation forms.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

VIII. What additional resources are needed to enable the college to improve its performance under the standard?

1. Funds for the installation and maintenance of an on-line computerized human resources system.

2. Funds for the installation and maintenance of a word processing system.

IX. What changes in rules or laws are needed to enable the college to improve its performance under the standard?

None recommended.

Invitation to Bid: 83/84-36
Due Date: December 20, 1983

TERMS AND CONDITIONS

- A. Delivery: Cost of delivery to destination, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida, 33461.
- B. Delivery Date: Delivery date shall comply with the successful bidder's delivery schedule as stated and signed on the Bid Tender Form.
- C. Guarantee: The manufacturer's standard guarantee shall apply unless otherwise stated herein as an integral part of the detailed specifications.
- D. Quantities: The college reserves the right to increase or decrease the quantities stated herein in order to meet the actual needs or to keep within the budget allocation and further reserves the right to accept lowest/or best bid item by item.

Police Training Supplies
Palm Beach Junior College
Law Enforcement
Specifications

Item 1 24 ea Revolvers

CALIBRE - .357 magnum/.38 Special

CAPACITY - 6 shot cylinder

BARREL LENGTH- 4" (10.2 cm) heavy barrel, square butt

HAMMER - .265" service

TRIGGER - .312" smooth combat

OVERALL LENGTH - 9 1/4" (23.5 cm) w/4" barrel

WEIGHT (EMPTY) - 34 ozs (963g.) w/4" barrel

FRONT SIGHT - serrated ramp

REAR SIGHT - fixed square notch

STOCKS - checkered walnut P.C. Service - 4" square butt

FINISH - satin

MATERIAL - stainless steel

FRAME - to have removable ~~examination~~ side plate on right side of frame

SMITH & WESSON Model 65 or acceptable equal.

Mfg. _____ Mfg.# _____ Unit _____ Total _____

Item 2 8 ea Police Riot Shotguns

GAUGE - 12ga. 2 3/4" chamber

CAPACITY- 5 rounds (4 in magazine plus 1 in chamber)

FINISH - parkerized

SIGHTS - rifle sights (adjustable)

BARREL LENGTH - 20 inches (50.8 cm)

CHOKE TYPE - slug - gradual taper bore

RECEIVER - steel

ACTION BARS - twin action bars

SAFETY - cross bolts style - fully reversible

REMINGTON MODEL 870 or SMITH & WESSON MODEL 3000P or acceptable equal

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- Item 3 24 each Leather Belt, top grain cowhide, leather lined, velcro fastening, 2 1/4" width, plain black, sized to be determined.
SMITH & WESSON MODEL B-58 or acceptable equal.

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- Item 4 24 each Holsters, "Security Plus", top grain cowhide, reinforced shank, one piece trigger guard, reinforced hood, recessed front spring, open muzzle, plain black. Left or Right hand models to be determined.
SMITH & WESSON MODEL B30-34 or acceptable equal.

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- Item 5a 24 each SPEED LOADER HOLDERS, conventional style, (K Frame) plain black
SMITH & WESSON B162 or acceptable equal.

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- 5b 24 each Cartridge Box, plain, black.
SMITH & WESSON MODEL B61 or acceptable equal.

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- 5c 48 each Belt Keeper, plain, black
SMITH & WESSON B142 or acceptable equal.

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

- 5d 48 each Speed Loaders
HKS MODEL 10A or acceptable equal

MFG. _____ MFG.# _____ UNIT _____ TOTAL _____

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

6A.14.61 - Standards for community colleges.

(3) Personnel decisions. Each college shall establish a process which will enable it to make personnel decisions which select and retain employees who can be successful in helping the college accomplish its mission. The process used shall involve selection, development, evaluation, and retention procedures which are related to successful performance of the responsibilities for which the personnel are employed without regard to race, color, ethnic background, handicapped status, age, religion, sex, or national origin.

- I. Briefly describe any process not defined in form AS-1 which the Board used to develop the attached Accountability Evaluation.

The Board of Trustees appointed the following committee.

Co-Chairmen

Dr. Philip Lichtblau, Trustee
Mr. Joseph M. Schneider, Director of Personnel
& EA/EO Coordinator

Members

Dr. Hugh Albee, Professor
Mr. Wayne DeBee, Counselor
Ms. Freddie Jefferson, Division Chairperson
Ms. Denise Shepherd, Data Base Coordinator
Ms. Salle Thornton, Secretary to District Board of Trustees

The Committee initially met on October 12, 1983. The College Accountability Coordinator gave an overview of the purpose of the accountability evaluation. The Director of Personnel/Equal Access-Equal Opportunity Coordinator provided employment data regarding race, ethnic status and sex of college personnel and reviewed college employment practices as they relate to other protected classes.

The Committee met again on November 8, 1983 and reviewed the processes associated with selection, development, evaluation and retention of college personnel. The last committee meeting was held on December 13, 1983 to review a draft of the report with the recently prepared Cost Analysis SA-1 and EEO-6 Reports.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

II. What evidence did the Board consider in making its evaluation?

Florida State Board of Education Administrative Rules (1982 Edition):

- 6A-14.60 Accountability of community colleges;
- 6A-14.61 Standards for community colleges;
- 6A-14.29 Staff and program development funds;
- 6A-14.41 Contracts for instructional and administrative personnel;
- 6A-14.411 Issuance of continuing contracts;
- 6A-14.412 Annual contracts under certain circumstances;
- 6A-14.42 Board to adopt rules on leave of absence;
- 6A-14.427 Administrative leave for court purposes;
- 6A-14.431 Vacation leave for personnel employed on twelve month basis;
- 6A-14.432 Military leave;
- 6A-14.433 Personal leave;
- 6A-14.434 Absence without leave;
- 6A-14.436 Illness-in-line-of-duty leave;
- 6A-14.437 Maternity leave and
- 6A-14.44 Assignment of employees for temporary duty

Equal Access-Equal Opportunity Plan

Equal Access-Equal Opportunity Annual Report with Proposed Strategies,
July 1983

Board of Trustees Personnel Rules (Chapter 5)

Administrative Handbook

Florida Statutes, Chapter 447

Collective Bargaining Agreement

Handbook For Classified Personnel

Personnel Records

II. Evidence

Personnel Forms

Position Vacancy Notices
Employment Recommendation, Status Change and Termination Form
Classified Probationary Evaluation Form and Classified
Evaluation Form
Faculty Performance Evaluation Form
Administrative-Managerial Staff Evaluation Form

Employment Data

Cost Analysis
SA-1 Personnel and Salary Report
EEO-6
Other OCR Reports

Accountability Standards Information 1983-84 (Data Produced by
Division of Community Colleges)

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3 TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

III. To what extent does the Board believe that the standard has been met?

A. Check the rating below according to the level of attainment of the college in meeting the standard.

☒ College has met the requirements for meeting the standard.☐ College has not met the requirements for meeting the standard.

B. Explain the rating indicated above.

Palm Beach Junior College has established well defined processes relating to the selection, development, evaluation and retention of college personnel. Personnel decisions made within the established structure allow for equal treatment of all persons without regard to race, color, ethnic background, handicapped status, age, religion, sex or national origin. Implementation of these processes ensures that personnel decisions are made consistent with the College's mission.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

IV. What strengths have been identified as a result of reviewing the standard?

1. The College's procedures for the employment of personnel are clearly defined in its Administrative Handbook.

2. Job classifications/descriptions are on file for all college positions with a general definition of the classification and specific duties to be performed.

3. All college positions have established salary ranges with minimum and maximum salaries and with a clearly identified procedure for advancing to the maximum of the salary range.

4. All full time college positions are announced consistent with the College's Equal Access/Equal Opportunity Plan.

5. The College provides competitive salaries which have been studied several times by outside firms and salary recommendations of such firms have been implemented.

6. The College provides an attractive benefit package for full time personnel which includes \$20,000 of life insurance, employee paid health insurance, unlimited sick leave accrual with terminal sick leave payments, tuition free courses, sabbatical leave and other benefits generally provided throughout the community college system.

7. Full time personnel receive orientation on the college structure, pay practices, benefits and rules and regulations. In addition in-service training sessions are provided periodically to various employee groups.

8. All personnel who work regular schedules, including adjunct faculty, are evaluated at least annually. Evaluation forms are also reviewed and refined periodically.

9. Staff and Program Development Funds are used to increase the knowledge or skills of all personnel categories.

10. Advancement opportunities are available for most personnel classifications. For example, an instructor may advance to a Senior Instructor with the appropriate education and experience or a Clerk Typist I may advance to a Clerk Typist II or Secretary I with the appropriate skills and experience.

IV. Strengths

11. The turnover rate among full time administrative and faculty personnel has generally been low and the turnover rate among classified personnel has declined for the past 5 years.

12. The Personnel Office provides a district college service and has recently added a professional staff member with responsibilities for adjunct faculty, maintenance of professional standards, wage and salary information and certain personnel records.

13. Within the past year new Academic Division Chairperson positions were created at the College's North and South facilities to provide better supervision, especially of adjunct faculty.

14. Detailed personnel reports are completed and disseminated from the Personnel Office.

15. Several grievance or complaint procedures exist including the one which is a part of the Collective Bargaining Agreement.

16. The College has generally been successful in achieving its equal access/equal opportunity goals which are detailed in Standard 4.

17. Specific departmental goals and objectives are prepared and reviewed annually to determine the effectiveness of individuals or areas of operation in meeting the goals and objectives. In addition a College Plan addressing goals for a 5-year period has been prepared and implemented.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

V. What weaknesses have been identified as a result of reviewing the standard?

1. An on-line computerized human resources system is needed to provide faster access to personnel records and to avoid the manual preparation of many personnel reports.

2. A word processing system is further needed to more efficiently produce certain letters, memoranda and other correspondence for college personnel and applicants.

3. Due to the fact that there are many long term employees, personnel files are cumbersome.

4. While the College has generally met its equal access/equal opportunity goals, it has had difficulty in securing black instructional faculty, especially in part time categories.

5. There is no structured revision procedure for employee evaluation forms.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

VI. If the standard has not been met, what guidance has been given to the college administration to enable the college to meet the standard?

Not applicable.

VII. If the standard has been met, what guidance has been given for improvement of performance in meeting the standard?

1. An on-line computerized human resources system should be installed as planned.

2. Word processing equipment should be installed.

3. An effort should be made, perhaps through computerization, to develop summary records with the most significant personnel record information.

4. More extensive efforts should be made to recruit black instructional faculty, especially black part time instructional faculty.

5. A formal procedure should be adopted for a periodic review of evaluation forms.

DIVISION OF COMMUNITY COLLEGES
ACCOUNTABILITY EVALUATION REPORT

STANDARD #3

TITLE Personnel Decisions

DATE January 18, 1984

COLLEGE Palm Beach

VIII. What additional resources are needed to enable the college to improve its performance under the standard?

1. Funds for the installation and maintenance of an on-line computerized human resources system.

2. Funds for the installation and maintenance of a word processing system.

IX. What changes in rules or laws are needed to enable the college to improve its performance under the standard?

None recommended.



ITEM 8-B

RESEARCH REPORT

PALM BEACH JUNIOR COLLEGE

PLACEMENT AND FOLLOW-UP REPORT
OF GRADUATES AND LEAVERS

Information included in this report was for the academic year 1981-82
and collected during the Fall and Spring terms 1982-83.

DR. JAMES O. HOWELL, DIRECTOR
OFFICE OF INSTITUTIONAL RESEARCH

DECEMBER 15, 1983

PLACEMENT AND FOLLOW-UP
1981-82

TABLE OF CONTENTS

I.	Description.	1
II.	Purpose2
III.	Methodology - Phase One2
IV.	Methodology - Phase Two2
V.	Appendix A - Tables4

PLACEMENT AND FOLLOW-UP REPORT
1981-82

1. DESCRIPTION

This report contains information relative to Palm Beach Junior College graduates (completers) and leavers enrolled in degree seeking programs during the academic year 1981-82. The graduates and leavers were enrolled in 20 A.A. degree programs, 35 A.S. degree programs and 9 certificate programs. A total of 13,100 unduplicated credit students is included in this study.

The study was completed in two compilation phases: (1) September 1982 and (2) June, 1983. In September of each year the first phase is completed by reporting the number of enrollments and completers in each credit program for the preceding academic year to the Division of Community Colleges. Phase two is completed in June of the following year. The activities of the preceding year's graduates and leavers are categorized as employed full-time in field of study or related field, other employment, continuing education, unemployed--seeking employment, not available for placement, attending school/college, not planning to return to school/college or placement status unknown. Graduates and leavers attending a State University are identified from university provided information. Those graduates and leavers who are employed are identified from Florida State Department of Commerce information. The average hourly wage of graduates and leavers by program is calculated for those who are working full-time. For those graduates who grant permission to contact their employers, an opinion survey is mailed to employers in an attempt to evaluate the level of preparation of former vocational students.

-
1. Graduate (completer) - A student who is awarded at least one of the following: (1) Associate of Arts Degree, (2) Associate of Science Degree, (3) Technical Certificate, (4) Certificate of Training
 2. Leaver - A former student who did not complete the program and did not return to enroll in the institution for two consecutive semesters.....or who notified the institution of intent not to enroll again in the institution prior to program completion.

II. PURPOSE

The purpose of the Placement and Follow-Up Report is to provide information about the programs of study. Each of the twenty-eight community colleges submits these types of reports to the Division of Community Colleges (DCC). The DCC combines the reports into an annual report and submits the report to the Department of Education. The report is made available to the educational subcommittees of both the House and Senate within the Florida legislature.

Locally, the purpose of the Placement and Follow-Up Report is to provide the Department Chairpersons and other administrators responsible for the academic programs information useful in making decisions concerning the performance of various programs in terms of completion rates and types of activities the student engage in upon completion or leaving.

III. METHODOLOGY - PHASE ONE

The information for Phase One--Enrollments and Completions, was taken from the student computer records. A student's major program of study and his educational goal (degree, certificate, upgrading job skills, personal objectives, etc.) were recorded each time he registered. If a student changed his major goal during the academic year, he was reported based on his latest declaration. Phase One reported an unduplicated headcount so the student's enrollment in an earlier program was not reported. The program completion information was taken from the transcript file.

If a student had declared his goal to be obtaining a A. S. degree, but had not selected an occupational area, he was considered to be an undecided major. The Undecided classification also included students who planned to enroll in a limited access program such as nursing and had not been accepted. If a student was working toward an A. A. degree and had not selected a specific area of study, he was counted as a General Degree-Transfer. If a credit student selected a goal which did not lead to a degree or certificate, he was counted in the category, Other Personal Objectives.

IV. METHODOLOGY - PHASE TWO

The information for Phase Two - Placement of 1981-82 graduates and follow-up of leavers was gathered in the following way.

Each graduate was mailed a questionnaire and then the returned questionnaires were tabulated. There were 1603 graduates who were sent questionnaires and 332 returned a completed questionnaire for a response rate of 20.7 percent. Six thousand-four hundred and eleven leavers were mailed questionnaires. Only 464 completed questionnaires were returned for a response rate of 7.2 percent.

In addition to the questionnaire, a computer search for PBJC's 1981-82 graduates was completed using the State University System (SUS) student files. If a match on a social security number was found, information relating to the person's university status was extracted and reported to PBJC.

If an alumnus returned the questionnaire and his social security number was also matched in the computer search, the information submitted on the questionnaire was used in completing the report. Where a graduate who was both working and continuing his education, he/she was counted on the report depending on the PBJC program he had completed and the classification of his job. If he received an A.A. degree, was continuing his education and was also employed, he was counted as continuing his education. If he received an A. S. degree or a Technical Certificate and was working in a field related to his education, he was counted as employed in a related field regardless of whether he was enrolled in school or not. If an A. S. or Technical Certificate recipient was working in a field not related to his PBJC program and was also continuing his education, he was counted as continuing his education.

The placement information was reported by A. A. programs, A. S. programs and Certificate programs.

The employers of graduates and leavers who gave their consent were mailed opinion questionnaires which asked that the employers rank our graduates and leavers in five areas on a scale from one to five, with one being the lowest score and five being the highest score. The five areas were technical knowledge, work attitude, work quality, overall rating and relative preparation.

A total of 451 completers and 723 leavers were enrolled in the State University System. Two hundred sixty-four completers and 385 leavers were enrolled at Florida Atlantic University. The average grade point average of Palm Beach Junior College completers enrolled in a State University was 2.74.

RESULTS

The results of this study appear in Appendix A, Tables I through XI.

V. APPENDIX A

Table I.	Degree Seeking Unduplicated Credit Enrollment, Completers, Leavers by Ethnic Group, Sex - 1981-82. . . .	A.1
Table II.	A.A. Programs; Degree Seeking Unduplicated Credit Enrollment, Completers, Leavers by Ethnic Group, Sex. . .	A.2
Table III.	A.S. Programs; Degree Seeking Unduplicated Credit Enrollment, Completers, Leavers by Ethnic Group, Sex. . .	A.5
Table IV.	Certificate Programs; Unduplicated Headcount Credit Enrollment, Completers, Leavers by Ethnic Group, Sex. . .	A.9
Table V.	1981-82 Graduates Enrolled in State Universities by PBJC Programs	A.10
Table VI.	1981-82 Leavers Enrolled in State Universities by PBJC Programs	A.11
Table VII.	Graduates Goal Code of Degree Seeking Placement Status. .	A.12
Table VIII.	Leavers Goal Code of Degree Seeking Placement Status. . .	A.14
Table IX.	Completers Average Hourly Salary - Full Time Employees. .	A.16
Table X.	Employer Opinion of Full-Time Employed Completers and Leavers.	A.17
Table XI.	PBJC Students' GPA Enrolled in State Universities. . . .	A.18

TABLE I
PALM BEACH JUNIOR COLLEGE
DEGREE SEEKING UNDUPLICATED HEADCOUNT ACADEMIC YEAR 1981-82
ENROLLMENTS, COMPLETIONS AND LEAVERS
ALL PROGRAMS

A.1

ALL PROGRAMS		Non-Res.		Asian		Am.Indian		Black		Hispanic		White		Total		Grand	H.S.	Handi-	LEP	Disady-
		F	M	F	M	F	M	F	M	F	M	F	M	F	M	Total	Student	capped		antaged
TOTAL A.A.	Enrolled	52	120	40	44	4	10	462	321	215	196	4679	3899	5452	4590	10042	2160	590		1433
	Completed	9	19	4	2	1	1	31	16	19	17	410	331	474	386	860		57		194
	Leavers	17	38	16	20	3	7	258	197	82	91	2432	2031	2808	2384	5192		266		571
TOTAL A.S.	Enrolled	13	18	10	9	1		134	64	57	37	1362	892	1577	1020	2597	33	120		448
	Completed	3	1	2	1	1		5	4	4		232	91	247	97	344		27		101
	Leavers	3	3	2	2			72	40	22	18	567	467	666	530	1196		43		132
TOTAL CT.	Enrolled							20	45	3	15	95	283	118	343	461		44		21
	Completed							16	39	3	13	66	262	85	314	399		40		14
	Leavers							2			2	9	10	11	12	23		2		
COLLEGE TOTAL	Enrolled	65	138	50	53	5	10	616	430	275	248	6136	5074	7147	5953	13100	2193	754		1902
	Completed	12	20	6	3	2	1	52	59	26	30	708	684	806	797	1603		124		309
	Leavers	20	41	18	22	3	7	332	237	104	111	3008	2508	3485	2926	6411		311		703
COLLEGE-WIDE ETHNIC TOTAL	Enrolled	203		103		15		1046		523		11210		13100		13100	2193	754		1902
	Completed	32		9		3		111		56		1392		1603		1603		124		309
	Leavers	61		40		10		569		215		5516		6411		6411		311		703
	% Enrolled	1.54		.78		.11		7.98		3.99		85.57		100.00		100.00	16.74	5.75		14.51
	% Completed	1.99		.56		.18		6.92		3.49		86.86		100.00		100.00		7.73		19.27
	% Leavers	.95		.62		.15		8.87		3.35		86.06		100.00		100.00		4.85		10.96

TABLE II

PALM BEACH JUNIOR COLLEGE
A.A. PROGRAMS

A.2

DEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.A. PROGRAMS		Non-Res.		Asian		Am. Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
Art	Enrolled	2	4	1	1	1		5	7	8	13	172	139	189	164	353	26	24		64
	Completed	1	2	1	1	1				2	1	13	9	18	13	31		2		7
	Leavers	1	1					4	3	3	6	97	70	105	80	185		5		28
Biological Science	Enrolled		2					2	2	2	5	39	55	43	64	107		7		17
	Completed		1						1			3	6	3	8	11				
	Leavers							1	1	1	4	23	26	25	31	56		3		6
Business Administration	Enrolled	16	32	9	7	2	2	122	95	44	54	1015	974	1208	1164	2372	100	122		342
	Completed	3	6					3	5	3	8	99	96	108	115	223		15		46
	Leavers	5	10	2	2	2	2	64	65	20	22	475	448	568	549	1117		42		133
Business Teacher	Enrolled							6				4		10		10				1
	Completed							1				1		2		2				
	Leavers							4				2		6		6				
Chemical Science	Enrolled	1	1	1	5			7	6	6	10	83	114	98	136	234	33	14		56
	Completed							2	1	1	3	8	14	11	18	29		5		10
	Leavers			1				3	4	2	2	36	53	41	60	101		7		24
Computer Science	Enrolled	5	18	6	2			28	14	22	17	230	258	291	309	600	68	38		112
	Completed		1					1	2	1	1	19	28	21	32	53		6		11
	Leavers	1	2					20	9	3	7	95	96	119	114	233		13		39
Engineering General	Enrolled	1	33	1	9	1		1	26	4	26	72	428	79	523	602	57	34		76
	Completed	1	7								2	4	61	5	70	75		7		19
	Leavers		7	4		1		14		2	9	29	190	31	225	256		12		25
Fshn Design/ Fshn Merchn.	Enrolled							4		1		18	1	23	1	24				9
	Completed																			
	Leavers									1		6		7		7				2
Gen. Degree Transfer	Enrolled	16	24	16	18	1	5	139	127	80	51	2117	1529	2369	1754	4123	1801	260		385
	Completed	2	1	1				7	4	8		115	54	133	59	192		10		35
	Leavers	6	14	11	12	1	4	84	79	39	33	1268	973	1409	1115	2524		152		176

TABLE II CON'T

A.3

PALM BEACH JUNIOR COLLEGE
A.A. PROGRAMSDEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.A. PROGRAMS		Non-Res.		Asian		Am.Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
General Studies	Enrolled		1		1			3	2	1	1	15	4	19	9	28		5		6
	Completed							2	1			3	4	5	5	10		1		1
	Leavers				1								1		2	2		1		
Health Pre-Professional	Enrolled	3	1		1			5	3	7	1	77	21	92	27	119		7		32
	Completed				1			1	1	1		16	3	18	5	23		1		6
	Leavers	2	2					3		1		33	7	39	9	48		2		11
Home Economics	Enrolled							5	1			21	3	26	4	30		2		6
	Completed											4	1	4	1	5				4
	Leavers							2				11	2	13	2	15		3		2
Letters	Enrolled	3	1					19	11	8	4	200	119	230	135	365	15	15		95
	Completed		1					4	1		1	43	18	47	21	68		3		19
	Leavers	1						8	9	3	1	82	48	94	58	152		5		30
Math	Enrolled	1						2	1			5	10	8	11	19	10	1		1
	Completed												1		1	1		1		1
	Leavers							1	2			4	6	5	8	13				
Music	Enrolled					1		4	4		2	48	37	52	44	96		6		37
	Completed											8	5	8	5	13		2		4
	Leavers							4			2	24	20	28	22	50		4		17
Physical Education	Enrolled	1						3	4	2	2	33	39	39	45	84		6		35
	Completed									2		5	8	7	8	15				9
	Leavers							3	1		1	11	20	14	22	36		1		16
Physics	Enrolled			1								11	10	12	10	22	11	1		3
	Completed											2	2	2	2	4				
	Leavers											3	2	3	2	5				
Pre-Nursing	Enrolled			2				10		1		52	4	65	4	69	18	6		9
	Completed			1								1		2		2				
	Leavers			1				5		1		25	3	32	3	35		5		2

TABLE II CON'T

A.4

PALM BEACH JUNIOR COLLEGE
A.A. PROGRAMSDEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.A. PROGRAMS		Non-Res.		Asian		Am.Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
Public Admin- istration	Enrolled											1	1	1	1	2				
	Completed																			
	Leavers											1		1		1				
Social Science	Enrolled	3	3	3		1		97	18	29	10	466	153	598	185	783	21	42		147
	Completed	2		1		1		10		1	1	66	21	80	23	103		4		22
	Leavers	1	2	2				52	10	6	4	208	65	269	81	350		11		60
TOTAL A.A.	Enrolled	52	120	40	44	4	10	462	321	215	196	4679	3899	5452	4590	10042	2160	590		1433
	Completed	9	19	4	2	1	1	31	16	19	17	410	331	474	386	860		57		194
	Leavers	17	38	16	20	3	7	258	197	82	91	2432	2031	2808	2384	5192		266		571

TABLE III

PALM BEACH JUNIOR COLLEGE
A.S. PROGRAMS

A.5

DEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.S. PROGRAMS		Non-Res.		Asian		Am. Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
Air Con. & Refrig.	Enrolled			1				1				29		31		31				4
	Completed			1								5		6		6				1
	Leavers							1				18		19		19				2
Auto Tech.	Enrolled											7		7		7				
	Completed Leavers											4		4		4				
Banking	Enrolled	1	2					15	2	4		149	16	169	20	189		6		6
	Completed Leavers	1						12	1	3		131	11	147	12	159		4		1
Bldg. Const. Mgmt.	Enrolled							1				6	42	6	43	49		3		5
	Completed Leavers							1				1	28	1	29	30				3
Commercial & Graphic Arts	Enrolled							1	1	2		21	5	24	6	30		2		6
	Completed Leavers									1		4		5		5		1		1
Commercial Pilot Tech.	Enrolled							2		2	3	6	54	8	59	67		1		12
	Completed Leavers							1		2	2	3	21	5	24	29		1		6
Computer Tech.	Enrolled		1	2	3			15	9	4	10	143	88	164	111	275	18	22		44
	Completed Leavers			1				11	6	2	5	66	33	79	45	124		3		3
Criminal Justice	Enrolled							14	17	2	4	48	103	64	124	188	6	5		32
	Completed Leavers							9	9		4	10	21	10	22	32		2		6
Dental Hygiene	Enrolled			1				1		2		81		85		85	3	2		42
	Completed Leavers			1						1		32		34		34		1		21
Dental Lab Tech.	Enrolled	2	2					2		2	2	15	17	19	23	42				14
	Completed Leavers	1						2		1	1	6	9	7	9	16				7
								2				1	5	2	8	10				3

TABLE III

PALM BEACH JUNIOR COLLEGE
A.S. PROGRAMS

A.6

DEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.S. PROGRAMS		Non-Res.		Asian		Am.Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
Drafting & Design Tech.	Enrolled							2	4	2	1	16	41	20	46	66		4		4
	Completed								1				1		2	2		1		
	Leavers							2	2			10	22	12	24	36		2		1
Early Childhood Ed.	Enrolled							5				17		22		22		2		6
	Completed							5				8		13		13		1		5
Elect. Tech.	Enrolled	4		3				3	7		9	8	106	11	129	140		4		10
	Completed								1			1	12	1	13	14		1		2
	Leavers							1	6	2		4	57	5	65	70		3		3
Fashion	Enrolled	1		1				3				14		17	2	19		1		7
	Completed											1		1		1				
Fashion Merchandising	Enrolled	1						1	1	1		41	3	44	4	48		2		7
	Completed									1		12		13		13		2		1
	Leavers							1				15	3	16	3	19				2
Fire Science Tech.	Enrolled								1			1	71	1	72	73		5		1
	Completed											2		2		2				
	Leavers											1	49	1	49	50		4		
Food Services Mgmt.	Enrolled			1					1			6	5	7	6	13				3
	Completed											2		2		2				
	Leavers			1					1			2	4	3	5	8				1
General Business	Enrolled	3						12	3	2	1	77	63	91	70	161		5		18
	Completed							2	1			3	8	5	9	14				1
	Leavers	1						5	2	1	1	42	41	48	45	93		3		9
Home Economics	Enrolled											1	1	1	1	2				
	Completed																			
Hosp. Mgmt.	Enrolled	2	3					2	1		1	31	40	35	45	80		5		23
	Completed	1	1									4	6	5	7	12		3		5
	Leavers		1									13	21	13	22	35		4		6

TABLE III

PALM BEACH JUNIOR COLLEGE
A.S. PROGRAMS

A.7

DEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.S. PROGRAMS		Non-Res.		Asian		Am. Indian		Black		Hispanic		White		Total		Grand Total	H.S. Student	Handi-capped	LEP	Disadv-antaged
		F	M	F	M	F	M	F	M	F	M	F	M	F	M					
Interior Design	Enrolled			1				1		1		40	6	42	7	49				6
	Completed											2		2		2				
	Leavers							1				19	3	19	4	23				3
Land Surveying	Enrolled							2				4	59	4	61	65		3		2
	Completed											4		4		4		1		
	Leavers							1				3	29	3	30	33		1		1
Legal Asst.	Enrolled							8		6	1	92	9	106	10	116		9		11
	Completed											1		1		1		1		
	Leavers							3		1		49	4	53	4	57		3		5
Marketing Mgmt.	Enrolled	1	1					3	2	2	1	28	44	34	48	82		5		18
	Completed							1		1		3	3	5	3	8		1		2
	Leavers		1						1	1		12	23	13	25	38		1		10
Medical Asst.	Enrolled																			
	Completed																			
	Leavers																			
Medical Lab Tech.	Enrolled	1						2		1		11		13	2	15				
	Completed											2		2		2				
	Leavers	1						1				8		10	1	11				
Mental Health Tech.	Enrolled			1				4	2	1		41	5	47	7	54		4		9
	Completed											4		4		4				
	Leavers							1	1	1		16	1	18	2	20		1		5
Music	Enrolled		1					2	1			6	5	8	7	15				2
	Completed											2		2		2				
	Leavers							2	1			2	5	4	6	10				
Nursing	Enrolled	2		4		1		18		4		330	24	359	24	383		23		106
	Completed	1		1		1		1				113	6	117	6	123		8		43
	Leavers			1				7		1		56	2	65	2	67		3		8
OTA	Enrolled							2				31	2	33	2	35				14
	Completed											8		8		8				6
	Leavers							1				10	1	11	1	12				

TABLE III

PALM BEACH JUNIOR COLLEGE
A.S. PROGRAMS

A.8

DEGREE SEEKING UNDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

A.S. PROGRAMS		Non-Res. F M		Asian F M		Am.Indian F M		Black F M		Hispanic F M		White F M		Total F M		Grand Total	H.S. Student	Handi- capped	LEP	Disadv- antaged
Paramedic	Enrolled							1				5	20	5	21	26		1		1
	Completed											1	1	1	1	1				
	Leavers							1				3	12	3	13	16		1		1
Postal	Enrolled											5	6	5	6	11				
	Completed Leavers											2	2	2	2	4				
Radio. Tech.	Enrolled							2		1	2	15	5	18	7	25		1		2
	Completed									1	1	1	1	1	1	1				
	Leavers									1	1	6	4	7	5	12				2
Sec. Studies	Enrolled	3						21		18	1	71	2	113	3	116	6	5		33
	Completed							1				14		15		15		2		2
	Leavers	1						11		7	1	35	1	54	2	56				15
Water & Waste Water Tech.	Enrolled			1						1		2	14	2	16	18				
	Completed Leavers			1						1		1	10	1	12	13				
TOTAL A.S.	Enrolled	13	18	10	9	1		134	64	57	37	1362	892	1577	1020	2597	33	120		448
	Completed	3	1	2	1	1		5	4	4		232	91	247	97	344		27		101
	Leavers	3	3	2	2			72	40	22	18	567	467	666	530	1196		43		132

TABLE IV

PALM BEACH JUNIOR COLLEGE
CERTIFICATE PROGRAMS

A.9.

UDUPLICATED HEADCOUNT - 1981-82 ACADEMIC YEAR
ENROLLMENTS, COMPLETIONS AND LEAVERS

CERTIFICATE PROGRAMS		Non-Res. F M		Asian F M		Am.Indian F M		Black F M		Hispanic F M		White F M		Total F M		Grand Total	H.S. Student	Handi- capped	LEP	Disadv- antaged
Air Con. & Refrig. Spec.	Enrolled Completed Leavers											2 2		2 2		2 2				
Basic Stan. Corr. Officer	Enrolled Completed Leavers							15 37 14 33		2 8 2 8		18 102 18 96 1		35 147 34 137 1		182 171 1		4 3 1		6 6
Basic Stan. Police Recruit	Enrolled Completed Leavers							2 7 2 5		4 4		15 137 14 133 1		17 148 16 142 1		165 158 1		35 33		1 1
Dental Assisting	Enrolled Completed Leavers							3 2		1 1		35 1 16 2		39 1 17 4		40 17 4		3 2 1		11 5
Drafting Spec.	Enrolled Completed Leavers									1 1		1 2 2		1 3 3		4 3				
Early Childhood Ed. Aide	Enrolled Completed Leavers											8 2 6		8 2 6		8 2 6				
Paramedic Cert.	Enrolled Completed Leavers							1 1		1 1		17 36 16 31 5		17 38 16 33 5		55 49 5		2 2		3 2
Pop. Music & Jazz Spec.	Enrolled Completed Leavers									1 1		1 1 1		1 2 2		3 2				
Surveyor Tech.	Enrolled Completed Leavers											2 1		2 1		2 1				
TOTAL	Enrolled Completed Leavers							20 45 16 39 2		3 15 3 13 2		95 283 66 262 9 10		118 343 85 314 11 12		461 399 23		44 40 2		21 14

TABLE V
PALM BEACH JUNIOR COLLEGE
1981-82 GRADUATES ENROLLED IN A STATE UNIVERSITY SYSTEM
INSTITUTION BY PBJC PROGRAM

PROGRAM	FAMU	FAU	FIU	FSU	UCF	UF	UNF	USF	UWF	TOTAL
A.A.										
Art		6		2		2				10
Biological Sc.	1	2	2			4				9
Business Adm.		88		21	3	13		7		132
Chemical Sc.	1	8				7		2		18
Computer Sc.		26		1	3	3		1		34
Engineering		21			1	16		4		42
Gen. Degree Tran.		44		8	2	13		6	1	74
Gen. Studies		4								4
Health Pre-Prof.		5				7				12
Home Economics				1		1				2
Letters		10		9		6		3		28
Math		1								1
Music		4		2						6
Physical Ed.		4	1			1				6
Physics				1						1
Social Sc.		33	1	10		6		2	1	53
TOTAL A.A.	2	256	4	55	9	79		25	2	432
A.S.										
Criminal Justice		3		3						6
Dental Hygiene		2				2				4
Food Service Mgt.			1							1
Fashn. Merchn.		1								1
Hospitality Mgt.			2	1						3
Sec. Studies								1		1
TOTAL A.S.		6	3	4		2		1		16
Certificates										
Basic Std. Police Recruit			2							2
Paramedic								1		1
TOTAL CT			2					1		3
GRAND TOTAL	2	264	7	59	9	81		27	2	451

TABLE VI
PALM BEACH JUNIOR COLLEGE
1981-82 LEAVERS ENROLLED IN A STATE UNIVERSITY SYSTEM
INSTITUTION BY PBJC PROGRAM

PROGRAMS	FAMU	FAU	FIU	FSU	UCF	UF	UNF	USF	UWF	TOTAL
A.A.										
Art				2		7	1	1		11
Biological Sc.		11				11				22
Business Adm.		70	1	16	2	9		9	1	108
Chemical Sc.	1	1		1		13				16
Computer Sc.		13	1	2	6	8		1		31
Engineering		18	1	1	2	17		4		43
Fshn/Dsgn.Fshn/Merh.				1						1
Gen. Degree Trans.	1	229	4	34	8	108		25		409
Health Pre-Prof.		1				4				5
Home Economics			2							2
Letters		2		3	1	1		1		8
Music				1	1	1				3
Physical Ed.		4								4
Physics		2								2
Pre-Nursing		5		1		1				7
Public Adm.		1								1
Social Science	1	16		4		6				27
TOTAL A.A.	3	373	9	66	20	186	1	41	1	700
A.S.										
Banking		1								1
Bldg. Const. Mgmt.						1				1
Computer Tech.						2				2
Criminal Justice				1						1
Drafting/Design	1	3								4
Early Childhood Ed.		1								1
Fashion Merch.		1								1
Fire Science			1							1
Gen. Business		2								2
Hospitality Mgmt.				1						1
Interior Design		1								1
Land Surveying		1								1
Medical Lab				1						1
Mental Health		2								2
Music				1						1
Nursing					1					1
Sec. Studies				1						1
TOTAL A.S.	1	12	1	5	1	3				23
GRAND TOTAL	4	385	10	71	21	189	1	41	1	723

TABLE VII
PALM BEACH JUNIOR COLLEGE
FOLLOW-UP OF 1981-82 GRADUATES
GOAL CODE OF DEGREE SEEKING
PLACEMENT STATUS

PROGRAMS	Employed In Related Field	Employed In Non- Related Field	Con't Ed.	Mili- tary	Unemployed Seeking Employment	Not In Labor Force	Other	No Response	Total
<u>A.A.</u>									
Art	2	22	11			4	11	3	31
Biological		9	5			1	4	1	11
Bus. Adm.	8	173	36	1	20	1	137	20	223
Bus. Tchr.		2					2		2
Chemical Sc.		21	10			6	11	2	29
Computer Sc.	3	42	9		2	3	33	3	53
Engineering	3	50	18	2	7	8	32	5	75
Gen. Degree	5	150	45		1	17	105	19	192
Gen Studies		5	2			1	3	4	10
Health		16	3		1	4	13	2	23
Home Ec.		4	1			1	3		5
Letters	1	59	16			5	43	3	68
Math		1					1		1
Music		10	2		1	2	8		13
P.E.		12	2				10	3	15
Physics		2	2		1	1			4
Pre-Nursing		1					1	1	2
Social Sc.	2	85	37		1	10	48	5	103
A.A. TOTAL	24	664	199	3	34	64	465	71	860
<u>A.S.</u>									
A/C & Refrig	1	4					4	1	6
Banking	1	1					1		2
B.C. Mgmt.	2								2
C & G Arts		3				2	3		5
Comm. Pilot	1	3					3		4
Computer Tech	1	13					13		14
Crm. Just.	1	27	2		1	2	25	1	32
Dental Hyg.	4	29	2		1		27		34
Dental Lab	9	6					6	1	16
Draft/Design		2					2		2
Elect. Tech	3	10					10	1	14
Fashion		1					1		1
Fsh. Merch.	5	8	1				7		13
Fire Tech		2					2		2
Food Service	1	1	1						2
Gen. Business	9	5					5		14
Hosp. Mgmt.	2	7	2			1	5	2	12
Inter. Dsgn.		2					2		2
Land Sur.	1	3					3		4
Legal Asst.		1					1		1
Mrkt. Mgmt.	6	2	2						8

TABLE VII CON'T
PALM BEACH JUNIOR COLLEGE
FOLLOW-UP OF 1981-82 GRADUATES
GOAL CODE OF DEGREE SEEKING
PLACEMENT STATUS

PROGRAMS	Employed In Related Field	Employed In Non- Related Field	Con't Ed.	Mili- tary	Unemployed Seeking Employment	Not In Labor Force	Other	No Response	Total
A.S. con't									
Medical Lab	1	1					1		2
Mental Tech.		3			1		3		4
Music		2					2		2
Nursing	102	18				2	18	1	123
OTA	2	5				1	5		8
Paramedic								1	1
Radio Tech		1					1		1
Sec. Studies	6	9					9		15
A.S. TOTAL	158	169	10		3	8	159	8	346
Ct.									
B.S. Corr.	63	106					106	2	171
B/S Pol. Rec.	7	149	2				147	2	158
Den. Asst.	10	6				1	6		17
E. Childhood	1	1					1		2
Paramedic	7	42	1				41		49
Survey Tech.	1	3					3		4
Ct. TOTAL	89	307	3			1	304	4	401

*Employed In Non-Related Field = the sum of Con't Ed. plus Other.

TABLE VIII
PALM BEACH JUNIOR COLLEGE
FOLLOW-UP OF 1981-82 LEAVERS
GOAL CODE OF DEGREE SEEKING
PLACEMENT STATUS

PROGRAMS	Employed In Related Field	Employed In Non- Related Field	Con't Ed.	Mili- tary	Unemployed Seeking Employment	Not In Labor Force	Other	No Response	Total
A.A.									
Art	16	104	10		2	4	94	59	185
Biological Sc.	5	33	3		1		30	18	57
Business Adm.	131	621	97		4	15	524	346	1117
Business Tchr.	1	4					4	1	6
Chemical Sc.	5	68	14			2	54	26	101
Computer Sc.	26	152	24		2	2	128	51	233
Engineering	26	163	38			2	125	65	256
Gen. Degree	215	1462	361	1	17	44	1101	785	2524
Gen. Studies		2					2		2
Health	3	27	4			1	23	18	49
Home Ec.	2	9	1			2	8	2	15
Letters	14	74	7	1		4	67	59	152
Math		9	2				7	4	13
Music	1	23	3		1		20	26	51
P.E.	2	22	3		1		19	11	36
Physics	1	2	1			1	1	1	5
Pre-Nursing	1	24	5			1	19	9	35
Public Adm.		1	1						1
Social Sc.	22	200	23		4	6	177	118	350
Fshn/Design- Fshn/Merch.	1	6	1				5		7
TOTAL A.A.	472	3006	598	2	32	84	2408	1599	5195
A.S.									
A/C Refrig.	1	13					13	6	20
Auto Tech.		3					3	1	4
Banking	109	39	1				38	12	160
Bldg. & Const.	5	13	1				12	12	30
Comm. & Graphic	1	7					7	6	14
Comm. Pilot	1	15				1	15	12	29
Computer Tech.	1	89	1		2	1	88	34	127
Crm. Justice	3	63				1	63	24	91
Crm. Justice Corr.		2					2		2
Dental Hygiene	1	9					9	2	12
Dental Lab	1	6					6	3	10
Draft/Design		28	4			1	24	7	36
Early Child- hood Ed.	5	2					2	6	13
Elect. Tech	16	40	1				39	14	70
Fashion		4					4	3	7
Fshn. Merch.	7	5	1				4	7	19
Fire Tech.	6	42	1		1		41	1	50
Food Service	5	1					1	2	8

TABLE VIII CON'T
PALM BEACH JUNIOR COLLEGE
FOLLOW-UP OF 1981-82 LEAVERS
GOAL CODE OF DEGREE SEEKING
PLACEMENT STATUS

PROGRAMS	Employed In Related Field	Employed In Non- Related Field	Con't Ed.	Mili- tary	Unemployed Seeking Employment	Not In Labor Force	Other	No Response	Total
A.S. con't									
Gen. Business	21	38	1				37	34	93
Home Economics	1								1
Hosp. Mgmt.	1	19	1				18	15	35
Interior Dsgn.		10	1				9	13	23
Land Surveyor	2	25	1				24	6	33
Legal Asst.	1	40				1	40	15	57
Mrkt. Mgmt.	9	19					19	10	38
Medical Lab	2	6	1				5	3	11
Mental Tech	8	10	1			1	9	1	20
Music		7	1				6	3	10
Nursing	34	21	1			2	20	10	67
OTA		5			1	1	5	5	12
Paramedic		16					16		16
Postal Service	2							3	5
Radio Tech	1	11					11	2	14
Sec. Studies	8	28	1			1	27	19	56
Water & Waste Tech		12					12	1	13
TOTAL A.S.	252	648	19		4	10	629	292	1206
Certificate									
Basic Standard Corrections		1					1		1
Basic Standard Police Recruit		1					1		1
Dental Asst.	1	2					2	1	4
Drafting Spec.		3					3		3
Early Child- hood Ed. Aides	2	2	1				1	2	6
Paramedic		3					3	2	5
Popular Music & Jazz Spec.		1					1	1	2
TOTAL Ct.	3	13	1				12	6	22

* Employed In Non-Related Field = the sum of Con't Ed. plus Other.

TABLE IX
PALM BEACH JUNIOR COLLEGE
PLACEMENT AND FOLLOW-UP
AVERAGE HOURLY SALARY - FULL-TIME EMPLOYEES
BY GRADUATION PROGRAM
1981-82

TITLE	MALES		FEMALES		TOTAL	
	Number	Avg. Salary	Number	Avg. Salary	Number	Avg. Salary
Banking	2	10.00			2	10.00
Food Service Mgmt.			1	5.00	1	5.00
Fashion Merch.			2	5.71	2	5.71
Marketing Mgmt.	2	5.09	2	5.41	4	5.25
Dental Asst.			9	4.56	9	4.56
Dental Hygiene			19	6.07	19	6.07
Dental Lab	3	4.84	4	4.61	7	4.72
Medical Lab			2	7.76	2	7.76
Nursing	5	10.10	75	8.92	80	9.51
OTA			4	5.22	4	5.22
Mental Health Tech			2	7.53	2	7.53
Paramedic	32	7.83	11	7.42	43	7.62
Computer Tech	3	5.42	4	5.20	7	5.31
Sec. Studies			11	5.64	11	5.64
Gen. Business	8	6.29	5	6.08	13	6.18
A/C & Refrig.	2	8.54	1	8.57	3	8.55
Land Surveying	2	9.30			2	9.30
Draft/Design	1	8.08			1	8.08
Electronic Tech	5	7.39			5	7.39
Fire Science Tech	2	14.87			2	14.87
Criminal Justice	7	9.85	4	8.49	11	9.17
Basic Police Recruit	123	7.81	13	8.22	136	8.02
Basic Standard Corr.	111	7.25	25	6.84	136	7.04

TABLE X
PALM BEACH JUNIOR COLLEGE
EMPLOYER OPINION SURVEY
COMPLETERS AND LEAVERS
1981-82

PROGRAMS	Technical Knowledge		Work Attitude		Work Quality		Overall Rating		Relative Preparation	
	# of response	mean score	# of response	mean score	# of response	mean score	# of response	mean score	# of response	mean score
<u>Completers</u>										
Banking	1	5	1	5	1	5	1	5	1	3
Fashion Merch.	1	4	1	4	1	5	1	4	0	0
Dental Asst.	1	4	1	4	1	4	1	4	1	5
Dental Hygiene	3	10	3	13	3	11	3	10	2	6
Dental Lab	1	5	1	4	1	5	1	4	1	5
Medical Lab	1	5	1	5	1	5	1	5	1	5
Nursing	28	122	27	117	27	120	28	121	20	76
Paramedic	4	19	4	18	4	16	4	17	3	15
Computer Tech.	2	7	2	7	2	9	2	9	2	8
Secretary Studies	3	14	3	15	3	14	3	14	2	10
General Business	1	4	1	4	1	5	1	4	1	3
A/C & Refrig.	2	9	2	7	2	9	2	9	2	10
Bldg. & Const.	1	5	1	5	1	5	1	5	0	0
Land Surveying	1	4	1	4	1	4	1	4	1	5
Elect. Tech	1	4	1	4	1	4	1	3	0	0
Criminal Justice	2	8	2	8	2	8	2	5	1	5
Basic Pol. Recruit	4	14	4	17	4	15	4	14	2	8
Basic Stnd. Corr	5	20	5	21	5	22	5	23	1	3
<u>Leavers</u>										
Hosp. Mgmt	1	4	1	5	1	5	1	4	1	5
Nursing	4	18	4	16	4	18	4	18	1	3
Mental Health	1	5	1	5	1	5	1	5	1	5
E. Child-hood Ed.	1	5	1	5	1	5	1	5	1	5
Computer	2	8	2	10	2	9	2	9	0	0
Postal	1	5	1	5	1	5	1	5	1	5
S. Studies	1	4	1	4	1	5	1	4	1	5
C & G Arts	1	5	1	5	1	5	1	5	1	5
Fire Sc.	3	13	3	12	3	13	3	13	3	15
Gen. Business	1	4	1	4	1	4	1	4	0	0
Comm. Pilot	1	4	1	5	1	5	1	5	1	5
Elect. Tech	2	8	2	9	2	9	2	9	2	8

TABLE XI
PALM BEACH JUNIOR COLLEGE
STUDENTS ENROLLED IN STATE UNIVERSITIES
CUMULATIVE GPA
1981-82

COLLEGE	Number of PBJC Students	Cumulative Hours	Institutional Grade Points	Cumulative GPA
FAMU	12	666.4	1,629.4	2.44
FAU	1,310	33,162.0	92,927.7	2.80
FIU	36	392.0	1,130.7	2.88
FSU	276	7,665.2	20,405.6	2.66
UCF	54	959.3	2,490.4	2.59
UF	374	10,121.0	27,081.7	2.67
UNF	6	64.6	183.6	2.84
USF	131	3,880.7	10,079.1	2.59
UWF	5	120.3	389.1	3.23
TOTAL	2,204	57,031.5	156,317.3	2.74

MEMO**PALM BEACH JUNIOR COLLEGE**

4200 Congress Avenue, Lake Worth, Florida 33461

965-8000

To: Dr. Edward M. Eissey

From: John M. Schmiederer

Date: January 10, 1984

Subject: Clinical Agreements, OTA

Please place on the January Board Agenda the following four agencies for Clinical Agreements between PBJC for Occupational Therapy Assisting students:

1. Jupiter Hand Rehabilitation
2. Medical Help, Inc.,
Fort Lauderdale
3. Polk Rehabilitation Center,
Winter Haven
4. Halifax Memorial Medical Center,
Daytona Beach

Since PBJC is the only college in the state of Florida that offers an AS degree in Occupational Therapy Assisting, and since there are limited clinical affiliations in Palm Beach County for Occupational Therapy experiences for the student level, and since the class size for Clinical Practice has been increasing over the past three years, it has become necessary to expand our Clinical Practice affiliations to counties outside of our service district.

I have contacted the various Occupational Deans associated with the community colleges in whose district these clinical affiliations are located, and there does not seem to be a problem with us training students in their district.

If you have any questions regarding the above, please contact my office.

jb

6Hx-18-4.031 Automatic Fund Transfer. Investments, redemption of Certificates of Deposits and Repurchase Agreements, transfers between College accounts, interest collections, and transfers to other governmental agencies can be effected by the designated College banking facility. Any and all such transfers will be supported by a copy of the advice of charge/credit and/or Certificate of Deposit/Repurchase Agreement, which will be forwarded to the College by bank courier. The College will ensure that all automatic fund transfers are recorded in the College accounts and properly supported by bank documents.

General Authority 240.325 FS. Law Implemented 215.85, 240.325, 240.363 FS.

History: Formerly 6A-8.132

PERSONNEL ITEMS - SUPPLEMENT 2
BARGAINING UNIT PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 14

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
155	Faquir, Mr. Maqsood	Asst. Professor	Continuing Education	January 5 thru May 3, 1984

ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Berman, Mr. Howard	Instructor	Continuing Education	January 5 thru May 3, 1984
2.	Bitzer, Mr. Charles	Instructor	"	"
3.	Bohler, Mr. Robert	Instructor	"	"
4.	Bruce, Dr. Hewitt	Instructor	"	"
5.	Cadwell, Ms. Mary	Instructor	"	"
6.	Campbell, Mr. P. David	Instructor	"	"
7.	Cannon, Mr. Fred	Instructor	"	"
8.	Carlson, Mr. William	Instructor	"	"
9.	Catanese, Mr. Robert	Instructor	"	"
10.	Cole, Mr. Allen	Instructor	"	"
11.	Crist, Mr. Daniel	Instructor	"	"
12.	Easton, Mr. Thomas	Instructor	"	"
13.	Fisher, Mr. Ken	Instructor	"	"
14.	Friedman, Mr. Paul	Instructor	"	"
15.	Galvin, Mr. Michael	Instructor	"	"
16.	Gersten, Mr. Michael	Instructor	"	"
17.	Harris, Mr. Richard	Instructor	"	"
18.	Hennessey, Mr. John	Instructor	"	"
19.	Henriques, Mr. Frank	Instructor	"	"
20.	Houser, Mr. David	Instructor	"	"
21.	Irwin, Ms. Mary Ann	Instructor	"	"
22.	Jones, Mr. Hansom	Instructor	"	"
23.	Kelly, Mr. DeWayne	Instructor	"	"
24.	Keough, Mr. Paul	Instructor	"	"
25.	Landry, Ms. Rene	Instructor	"	"
26.	Lanier, Mr. Sidney	Instructor	"	"
27.	LaPorte, Mr. Aldrick	Instructor	"	"
28.	Lasley, Mr. Steven	Instructor	"	"
29.	Max, Mr. Louis	Instructor	"	"
30.	McCaffrey, Mr. Hugh	Instructor	"	"

PERSONNEL ITEMS - SUPPLEMENT 2
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 15

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
31.	McClure, Mr. Michael	Instructor	Continuing Education	January 5 thru May 3, 1984
32.	Miller, Mr. Robert	Instructor	"	"
33.	Murray, Ms. MaryKay	Instructor	"	"
34.	Owens, Mr. Larry	Instructor	"	"
35.	Paikai, Mr. Ebenezer	Instructor	"	"
36.	Parkinson, Mr. Gregory	Instructor	"	"
37.	Petracco, Mr. Peter	Instructor	"	"
38.	Phipps, Mr. Douglas	Instructor	"	"
39.	Robbins, Mr. David	Instructor	"	"
40.	Robertson, Mr. Charles	Instructor	"	"
41.	Robertson, Mr. Robb	Instructor	"	"
42.	Rochester, Mr. Jack	Instructor	"	"
43.	Sessa, Mr. Lou	Instructor	"	"
44.	Shell, Mr. Max	Instructor	"	"
45.	Steindl, Mr. Fred	Instructor	"	"
46.	Terlizzesse, Mr. Joseph	Instructor	"	"
47.	Thompson, Mr. Donald	Instructor	"	"
48.	Thompson, Mr. Michael	Instructor	"	"
49.	Vitunac, Ms. Ann	Instructor	"	"
50.	Waldron, Mr. Herbert	Instructor	"	"
51.	Winebrenner, Mr. Ray	Instructor	"	"
52.	Webster, Mr. Clyde	Instructor	"	"

PERSONNEL ITEMS
ADMINISTRATIVE-SUPERVISORY-CONFIDENTIAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 1

APPOINTMENT/CREDIT COURSES - Central Campus (Winter Term)

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
260	Shoultes, Mr. Terrell	Coordinator of Instructional Computer Programs	Engineering - DP	January 5 thru May 3, 1984

PERSONAL LEAVE REQUESTS - Change in Date*

010	Mullins, Mr. Thomas	Department Chairperson	Athletics	December 15 thru 21, 1983
-----	---------------------	---------------------------	-----------	------------------------------

* As reported on page 7 of Board Agenda of December 21, 1983.

226	Aiello, Dr. Kathleen	Coordinator of Contg. Ed.	Continuing Education	August 16, 1983 thru June 30, 1984
-----	----------------------	------------------------------	-------------------------	---------------------------------------

* As reported on page 10 of Board Agenda of July 20, 1983.

GRANTS PERSONNEL

APPOINTMENT/TEMPORARY*

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
229	DeBay, Ms. Mary	Job Development Specialist	Continuing Education	December 22, 1983

* This is a full-time position funded under Displaced Homemaker Grant IG024

APPOINTMENTS/TEMPORARY*

274	Gottlieb, Ms. Sara	Job Development Specialist	Continuing Education	December 22, 1983
275	Sheffey, Dr. Marie	Program Specialist	Continuing Education	December 22, 1983

* These are part-time positions funded under Displaced Homemaker Grant IG024

PERSONNEL ITEMS
GRANTS PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 2

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
232	Graham, Mr. William	Coordinator of Continuing Ed./ Institute of Govt.	Continuing Education	January 5 thru May 3, 1984
240	Holcomb, Ms. Joan	IMTS Coor- dinator	"	"
251	Walter, Ms. Norma	Program Specialist	"	"

RECLASSIFICATION/TEMPORARY*

239	Nielsen, Mr. Roger	TO: Job Development Specialist	Continuing Education	December 22, 1983
		FROM: Coordinator of Cooperative Ed.	Cooperative Education	

* This is a full-time position funded under Displaced Homemaker Grant IG024

BARGAINING UNIT PERSONNEL

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
112	Foley, Mr. Kenan	Sr. Instructor	Center For Per- sonalized Inst.	January 6, 1984 (1 duty day)

TERMINATION/DECEASED

102	Guerrera, Mr. Frank	Sr. Instructor	South Center	December 21, 1983
-----	---------------------	----------------	--------------	-------------------

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 3

APPOINTMENTS/CREDIT COURSES - Central Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Aho, Mr. Paul	Instructor	Art	January 5 thru May 3, 1984
2.	Borodychuck, Mr. Anita	Instructor	Art	"
3.	Bullock, Ms. Ruby	Instructor	Business	"
4.	Burroughs, Mr. Thomas	Instructor	Art	"
5.	Butterworth, Dr. Donald	Instructor	Music	"
6.	Cornish, Dr. Glenn	Instructor	Music	"
7.	Cosier, Ms. Patrice	Instructor	Physical Education	"
8.	Downey, Ms. Elizabeth	Instructor	Business	"
9.	Drevet, Mr. Philippe	Instructor	Music	"
10.	Gieffers, Ms. Allesandra	Instructor	Art	"
11.	Hacker, Ms. Pamela	Instructor	Art	"
12.	Hall, Mr. Robert	Instructor	Communications	"
13.	Kinney, Mr. Edward	Instructor	Art	"
14.	McConkey, Mr. William	Instructor	Art	"
15.	Morphew, Mr. Robert	Instructor	Art	"
16.	Schwartz, Ms. Selma	Instructor	Mathematics	"
17.	Solieri, Mr. Steve	Instructor	Business	"
18.	Tsaggaris, Mr. Thomas	Instructor	Music	"
19.	Wehrhahn, Mr. Richard	Instructor	Real Estate	"

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 4

APPOINTMENTS/CREDIT COURSES - North Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Chilcote, Mr. Thomas	Instructor	Social Science	January 5 thru May 3, 1984
2.	Dejong, Ms. Karen	Instructor	Physical Education	"
3.	Johnson, Ms. Vallie	Instructor	Insurance	"
4.	Reynolds, Ms. Wanita	Instructor	Physical Education	"
5.	Sagliacco, Mr. Gerard	Instructor	Mathematics	"
6.	Semet, Mr. Roger	Instructor	Social Science	"
7.	Vining, Ms. Anne	Instructor	Mathematics	"
8.	Williams, Mr. Gerald	Instructor	Business	"
9.	Wissner, Ms. Phyliss	Instructor	Mathematics	"

APPOINTMENTS/CREDIT COURSES - South Center (Winter Term)

1.	Burch, Mr. James	Instructor	Science	January 5 thru May 3, 1984
2.	Collins, Ms. Christine	Instructor	Science	"
3.	Curless, Dr. Wilbur	Instructor	Science	"
4.	Davis, Mr. Richard	Instructor	Insurance	"
5.	Dresback, Mr. Donald	Instructor	Insurance	"
6.	Filomena, Mr. Peter	Instructor	Real Estate	"
7.	Horner, Ms. Linda	Instructor	Mathematics	"
8.	Resnick, Dr. Jack	Instructor	Science	"
9.	Rusch, Mr. Roger	Instructor	Engineering - DP	"
10.	Sperling, Ms. Pauline	Instructor	communications	"

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 5

DELETIONS/CREDIT COURSES - South Center (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Calcagni, Mr. Ronald	Instructor	Business	January 5 thru May 3, 1984
2.	Christian, Mr. Wright	Instructor	Art	"
3.	Chromik, Ms. Diane	Instructor	Art	"
4.	Cutie, Mr. Eduardo	Instructor	Business	"
5.	Duggan, Ms. Mary Anne	Instructor	Business	"
6.	Eakin, Mr. Carlon	Instructor	Science	"
7.	Kartrude, Ms. Pauline	Instructor	Engineering - DP	"
8.	Nesta, Mr. James	Instructor	Science	"
9.	Nestor, Mr. Joseph	Instructor	Science	"
10.	Nye, Mr. Charles	Instructor	Science	"
11.	Owens, Ms. Catherine	Instructor	Science	"
12.	Rumbold, Mr. Darren	Instructor	Science	"
13.	Shenkin, Mr. Hubert	Instructor	Business	"
14.	Simmons, Mr. Lawrence	Instructor	Business	"
15.	VanArsdale, Mr. Arthur	Instructor	Science	"
16.	VanKampen, Ms. Patricia	Instructor	Engineering - DP	"
17.	Vass, Ms. Kaye	Instructor	Music	"
18.	Williams, Mr. James	Instructor	Social Science	"
19.	Yasko, Mr. Richard	Instructor	art	"

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 6

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Abrams, Mr. Avel	Instructor	Continuing Education	January 5 thru May 3, 1984
2.	Anderson, Mr. J. Craig	Instructor	"	"
3.	Bean, Ms. Dawn	Instructor	"	"
4.	Bernay, Ms. Dorothy	Instructor	"	"
5.	Bernstein, Mr. Harold	Instructor	"	"
6.	Blomberg, Mr. Dale	Instructor	"	"
7.	Boone, Ms. Deanne	Instructor	"	"
8.	Boone, Ms. Jeanne	Instructor	"	"
9.	Booth, Ms. Kimberly	Instructor	"	"
10.	Bruce, Dr. Hewitt	Instructor	"	"
11.	Buono, Ms. Patricia	Instructor	"	"
12.	Busse, Ms. Maureen	Instructor	"	"
13.	Campbell, Ms. Kathy Jo	Instructor	"	"
14.	Carafano, Mr. Peter	Instructor	"	"
15.	Chandler, Mr. David	Instructor	"	"
16.	Cook, Ms. Roberts	Instructor	"	"
17.	Coulter, Jr., Mr. J. Benson	Instructor	"	"
18.	Davis, Mr. Lon	Instructor	"	"
19.	DeBooth, Ms. Anna	Instructor	"	"
20.	Dooley, Mr. Frank	Instructor	"	"
21.	Dreyfoos, Ms. Martine	Instructor	"	"
22.	Duffy, Dr. Mary	Instructor	"	"
23.	Dyess, Mr. Edgar	Instructor	"	"
24.	Fancher, Ms. Mary Ann	Instructor	"	"
25.	Friedman, Ms. Fleurette	Instructor	"	"
26.	Galvin, Mr. Michael	Instructor	"	"
27.	Gaunt, Ms. Doris	Instructor	"	"
28.	Goldberg, Ms. Lorna	Instructor	"	"
29.	Goodstein, Ms. May	Instructor	"	"
30.	Goodwin, Ms. Nancy	Instructor	"	"
31.	Gottlieb, Ms. Eileen	Instructor	"	"
32.	Groves, Mr. Richard	Instructor	"	"
33.	Haggerty, Mr. Arthur	Instructor	"	"
34.	Handy, Mr. Arlton	Instructor	"	"
35.	Havens, Ms. Nancy	Instructor	"	"
36.	Haywood, Ms. Joy	Instructor	"	"
37.	Hessberg, Ms. Margaret	Instructor	"	"
38.	Jaquith, Ms. Linda	Instructor	"	"
39.	King, Ms. Susan	Instructor	"	"
40.	Klein, Mr. Stuart	Instructor	"	"
41.	Komisar, Mr. David	Instructor	"	"

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 7

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
42.	Konwinski, Mr. Joseph	Instructor	Continuing Education	January 5 thru May 3, 1984
43.	Kreiger, Mr. Samuel	Instructor	"	"
44.	Kudyba, Mr. Joseph	Instructor	"	"
45.	Kurland, Mr. Milton	Instructor	"	"
46.	Laird, Ms. Joyce	Instructor	"	"
47.	Ludwig, Ms. Donna	Instructor	"	"
48.	Mansfield, Mr. Myron	Instructor	"	"
49.	McCartney, Dr. Thomas	Instructor	"	"
50.	McConkey, Mr. William	Instructor	"	"
51.	Miller, Ms. Jayne	Instructor	"	"
52.	Minot, Mr. Herbert	Instructor	"	"
53.	Oliver, Ms. Janet	Instructor	"	"
54.	Oliver, Mr. Stephen	Instructor	"	"
55.	Peissner, Ms. Toini	Instructor	"	"
56.	Perry, Ms. Sherrie	Instructor	"	"
57.	Ponder, Ms. Julia	Instructor	"	"
58.	Postlethwaite, Ms. Linda	Instructor	"	"
59.	Rikon, Dr. Irving	Instructor	"	"
60.	Robin, Ms. Elizabeth	Instructor	"	"
61.	Robinson, Mr. S. Jesse	Instructor	"	"
62.	Rosenberg, Mr. Charles	Instructor	"	"
63.	Sabo, Mr. John	Instructor	"	"
64.	Saltalamaccia, Ms. Jeri	Instructor	"	"
65.	Schwartz, Mr. Harry	Instructor	"	"
66.	Scott, Ms. Cheryl	Instructor	"	"
67.	Segal, Dr. William	Instructor	"	"
68.	Shelley, Mr. Kirk	Instructor	"	"
69.	Shuhi, Ms. Maria	Instructor	"	"
70.	Sitnick, Mr. Julius	Instructor	"	"
71.	Smith, Mr. Allan	Instructor	"	"
72.	Springle, Ms. Sylvia	Instructor	"	"
73.	Swets, Rev. Paul	Instructor	"	"
74.	Taylor, Ms. Florence	Instructor	"	"
75.	Thomas, Mr. Ivor	Instructor	"	"
76.	VonFache, Ms. Candace	Instructor	"	"
77.	Wagener, Mr. Richard	Instructor	"	"
78.	Wehrhahn, Mr. Richard	Instructor	"	"
79.	Werner, Dr. Linda	Instructor	"	"
80.	Wesley, Ms. Elizabeth	Instructor	"	"
81.	West, Mr. David	Instructor	"	"
82.	White, Ms. Mary	Instructor	"	"
83.	White, Mr. Melvin	Instructor	"	"
84.	Whitehall, Mr. Albert	Instructor	"	"
85.	Wilkenson, Ms. Carole	Instructor	"	"

PERSONNEL ITEMS
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 8

APPOINTMENTS/NON-CREDIT COURSES - Glades Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Atkinson, Ms. Regina	Instructor	Continuing Education	January 5 thru May 3, 1984
2.	Lutz, Ms. Brenda	Instructor	"	"
3.	Scott, Ms. Cheryl	Instructor	"	"
4.	Yates, Ms. Zola	Instructor	"	"

CLASSIFIED PERSONNEL

APPOINTMENT

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
*817	Voight, Ms. Keitha	Clerk Typist II	Planning & Information Systems	January 4, 1984

* Position being transferred from Cooperative Education with a 180-day schedule.

APPOINTMENTS/NON-CREDIT COURSES (Winter Term)

613	Montagnino, Ms. Monica	Budget Specialist	Continuing Education	January 5 thru May 3, 1984
740	Anderson, Mr. John	P.E. Equipment Coordinator	"	"

PERSONAL LEAVE REQUESTS

617	Neal, Ms. Verla	Department Technician	North Campus	December 21, 1983
698	Bass, Mr. Carl	Custodian I	Bus. Affairs/ Physical Plant	December 16, 1983
759	Withrow, Ms. Linda	Data Equipment Operator/ Clerk I	Stud. Affairs/ Testing	January 2, 1984
777	Baldwin, Mr. Thomas	Custodian I	Bus. Affairs/ Bookstore	$\frac{1}{2}$ day January 2, 1984
835	Pickren, Ms. Linda	Data Equipment Operator/Clerk I	Continuing Education	$\frac{1}{4}$ day November 1, 1983 November 14 & 15, 1983

PERSONNEL ITEMS
CLASSIFIED PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 9

MATERNITY LEAVE REQUEST

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
903	Tillery, Ms. Dianne	Bursar Cashier I	Glades Center	December 8 thru 12, 1983 March 19 thru 30, 1984

DUTY SICK LEAVE REQUEST

659	Wilson, Ms. Kittie	Accounting Clerk II	Stud. Affairs/ Financial Aid	December 8, 1983
-----	--------------------	------------------------	---------------------------------	------------------

RESIGNATION

627	Terry, Ms. Nancy	Secretary I	Library	January 20, 1984
-----	------------------	-------------	---------	------------------

PERSONNEL ITEMS - SUPPLEMENT
BARGAINING UNIT PERSONNEL

Central Library

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 10

RECOMMENDED ADDITIONAL DUTY DAYS IN EXCESS OF 196-DAY CONTRACT

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
047	Albee, Dr. D. Hugh	Professor	Music	January 5 & 6, 1984 (2 duty days)

ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

APPOINTMENTS/CREDIT COURSES - Central Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Evans, Mr. Robert	Instructor	Science	January 5 thru May 3, 1984
2.	Filker, Dr. Phyliss	Instructor	Dental	"
3.	Friedman, Dr. Leonard	Instructor	Dental	"
4.	Sobey, Ms. Barbara	Instructor	Business	"

DELETIONS/CREDIT COURSES - Central Campus (Winter Term)

1.	Burroughs, Mr. Thomas	Instructor	Art	January 5 thru May 3, 1984
2.	Davis, Mr. Richard	Instructor	Insurance	"
3.	DeBooth, Ms. Anna	Instructor	Health/Home Economics	"
4.	Henderson, Mr. Joe	Instructor	Business - AIB	"
5.	Hollen, Mr. Steven	Instructor	Business - AIB	"
6.	Lentini, Mr. Ronald	Instructor	Criminal Justice	"
7.	Mc Mahon, Mr. Patrick	Instructor	Insurance	"
8.	Pintacuda, Mr. Jay	Instructor	Criminal Justice	"
9.	Rickards, Mr. Thomas	Instructor	Real Estate	"
10.	Sprague, Ms. Sandra	Instructor	Business	"

PERSONNEL ITEMS - SUPPLEMENT
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 11

APPOINTMENTS/CREDIT COURSES - North Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Christiano, Dr. John	Instructor	Mathematics	January 5 thru May 3, 1984
2.	Cornish, Dr. Glenn	Instructor	Music	"

DELETIONS/CREDIT COURSES - North Campus (Winter Term)

1.	Conover, Mr. Leigh	Instructor	Real Estate	January 5 thru May 3, 1984
2.	Frerking, Rev. John	Instructor	Social Science	"
3.	Hood, Mr. Larry	Instructor	Mathematics	"
4.	Johnson, Ms. Vallie	Instructor	Insurance	"
5.	Williams, Mr. Gerald	Instructor	Business	"

APPOINTMENTS/CREDIT COURSES - South Center (Winter Term)

1.	Carter, Ms. Susan	Instructor	Engineering -DP	January 5 thru May 3, 1984
2.	Dawson, Ms. Margaret	Instructor	Communications	"
3.	Fricano, Mr. Pasquale	Instructor	Science	"
4.	Nesta, Mr. James	Instructor	Science	"
5.	Nye, Mr. Charles	Instructor	Science	"
6.	Rumbold, Mr. Darren	Instructor	Science	"
7.	Schearer, Mr. Christopher	Instructor	Social Science	"
8.	Upton, Mr. William	Instructor	Business	"
9.	VanArsdale, Mr. Arthur	Instructor	Science	"
10.	Yasko, Mr. Richard	Instructor	Art	"

PERSONNEL ITEMS - SUPPLEMENT
ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 12

DELETIONS/CREDIT COURSES - South Center (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Bartholomew, Mr. Robert	Instructor	Business	January 5 thru May 3, 1984
2.	Boyar, Mr. Daniel	Instructor	Science	"
3.	Cerney, Ms. Carolyn	Instructor	Reading	"

APPOINTMENT/TEMPORARY FULL TIME - Glades Center (Winter Term)

1.	*Lutz, Ms. Brenda	Instructor	Business	January 16 thru May 3, 1984
----	-------------------	------------	----------	--------------------------------

* Employed part time from January 9 through 13, 1984.

APPOINTMENTS/CREDIT COURSES - Glades Center (Winter Term)

1.	Davis, Mr. Douglas	Instructor	Business	January 5 thru May 3, 1984
2.	Morris, Mr. Dale	Instructor	Business - AIB	"

DELETIONS/CREDIT COURSES - Glades Center (Winter Term)

1.	Bullock, Ms. Martha	Instructor	Social Science	January 5 thru May 3, 1984
2.	Curless, Dr. Wilbur	Instructor	Science	"
3.	Lopez, Ms. Brenda	Instructor	Spanish	"
4.	Rowland, Mr. Harold	Instructor	Business	"

PERSONNEL ITEMS - SUPPLEMENT
CLASSIFIED PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 13

PERSONAL LEAVE REQUEST

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
777	Baldwin, Mr. Thomas	Custodian I	Bus. Affairs/ Bookstore	January 9, 1984

RESIGNATION

68	Steelman, Mr. Paul	Plumber	Bus. Affairs/ Physical Plant	January 17, 1984
----	--------------------	---------	---------------------------------	------------------

PERSONNEL ITEMS - SUPPLEMENT
BARGAINING UNIT PERSONNEL

PALM BEACH JUNIOR COLLEGE
January 18, 1984

ITEM 9A
Page 10

RECOMMENDED ADDITIONAL DUTY DAYS IN EXCESS OF 196-DAY CONTRACT

<u>Budget Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
047	Albee, Dr. D. Hugh	Professor	Music	January 5 & 6, 1984 (2 duty days)

ADJUNCT/TEMPORARY INSTRUCTIONAL PERSONNEL

APPOINTMENTS/CREDIT COURSES - Central Campus (Winter Term)

<u>Number</u>	<u>Name</u>	<u>Position Title</u>	<u>Department</u>	<u>Effective Date(s)</u>
1.	Evans, Mr. Robert	Instructor	Science	January 5 thru May 3, 1984
2.	Filker, Dr. Phyliss	Instructor	Dental	"
3.	Friedman, Dr. Leonard	Instructor	Dental	"
4.	Sobey, Ms. Barbara	Instructor	Business	"

DELETIONS/CREDIT COURSES - Central Campus (Winter Term)

1.	Burroughs, Mr. Thomas	Instructor	Art	January 5 thru May 3, 1984
2.	Davis, Mr. Richard	Instructor	Insurance	"
3.	DeBooth, Ms. Anna	Instructor	Health/Home Economics	"
4.	Henderson, Mr. Joe	Instructor	Business - AIB	"
5.	Hollen, Mr. Steven	Instructor	Business - AIB	"
6.	Lentini, Mr. Ronald	Instructor	Criminal Justice	"
7.	Mc Mahon, Mr. Patrick	Instructor	Insurance	"
8.	Pintacuda, Mr. Jay	Instructor	Criminal Justice	"
9.	Rickards, Mr. Thomas	Instructor	Real Estate	"
10.	Sprague, Ms. Sandra	Instructor	Business	"

MEMO

PALM BEACH JUNIOR COLLEGE

4200 Congress Avenue, Lake Worth, Florida 33460

965-8000

To: Dr. Eissey

From: Tony Tate

Date: January 10, 1984

Subject: Missing Property Report for December

Total value of losses of College property reported missing or stolen for December was \$722.00.

Total value of losses of non-College property reported missing or stolen for December was \$250.00.

COLLEGE PROPERTY REPORTED MISSING OR STOLEN

<u>ITEM</u>	<u>VALUE</u>
1. American Optical Model 150 Microscope (Property Records #17877)	\$ 722.00

NON-COLLEGE PROPERTY REPORTED MISSING OR STOLEN

<u>ITEM</u>	<u>VALUE*</u>
1. Raleigh 10 speed bicycle	\$ 250.00

* Value of item supplied by person reporting loss.

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

ITEM 10-C

RESOLUTION NUMBER 41
AMENDMENT NUMBER 48

FISCAL YEAR 83-84

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME General Current NUMBER 1

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	2,879,193.79			2,879,193.79
Revenues (Detail Attached)	18,038,659.75			18,038,659.75
Bond Proceeds				
Total to be Accounted For	20,917,853.54			20,917,853.54
Personnel Expenses (Detail Attached)	15,262,571.61	4,835.43	1,800.00	15,265,607.04
Current Expenses (Detail Attached)	3,926,067.62	2,090.00	4,835.43	3,923,322.19
Capital Outlay (Detail Attached)	803,325.47		290.00	803,035.47
Ending Fund Balance	925,888.84			925,888.84
Total Account For	20,917,853.54	6,925.43	6,925.43	20,917,853.54

Justification: Transfer from Personnel Expenses to Current Expenses -- Staff & Program Dev.
Transfers from Current Expenses to Personnel Expenses -- Student Activities.
Transfer from Capital Outlay to Current Expenses -- North Campus.

Approved _____
Chairman, District Board of Trustees Date _____

Certified _____ Date _____ Adopted _____
Secretary of District Board Date

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

Approved _____
State Commissioner

By _____ Date _____
DB 112 Revised

PALM BEACH JUNIOR COLLEGE

Budget Amendment #48
 Budget Resolution #41
 General Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
520	Instructional Salaries	4,100.00	
540	Tech., Clerical, Trade & Service Salaries		1,800.00
591	Social Security Contributions	287.00	
592	State Retirement Contributions	448.43	
		<u>4,835.43</u>	<u>1,800.00</u>
605	Out-of-District Travel		4,235.13
645	Other Services		300.00
650	Professional Fees	1,800.00	
660	Maint/Construction Materials & Supplies	290.00	
695	Other Expenses		300.00
		<u>2,090.00</u>	<u>4,835.43</u>
710	Furniture & Equipment		290.00



Bary

STATE OF FLORIDA
STATE BOARD OF
COMMUNITY COLLEGES

Department of Education
Tallahassee 32301

PHILIP BENJAMIN
CHAIRMAN

PHILIP D. LEWIS
VICE CHAIRMAN

HAROLD H. KASTNER, JR.
INTERIM EXECUTIVE DIRECTOR

January 9, 1984

Dr. Edward M. Eissey
President
Palm Beach Junior College
4200 Congress Avenue
Lake Worth, Florida 33461

Dear Dr. Eissey:

Returned herewith are the following amendments to the 1983-84 Operating Budget for Palm Beach Junior College:

Amendment Nos. 36 & 40 - General Current Fund
Amendment Nos. 37 & 38 - Restricted Current Fund
Amendment No. 39 - Unexpended Plant Fund

These amendments have been reviewed and approved.

Sincerely yours,

Ken

Kenneth E. Jarrett
Administrator
Accounting & Budgeting Services

KEJ:sw

Attachments

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

ITEM 10-C

RECEIVED

RESOLUTION NUMBER 21
AMENDMENT NUMBER 36

DEC 27 1983

FISCAL YEAR 83-84

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME General Current NUMBER 1

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	2,879,193.79	-	-	2,879,193.79
Revenues (Detail Attached)	18,038,659.75			18,038,659.75
Bond Proceeds				
Total to be Accounted For	20,917,853.54		-	20,917,853.54
Personnel Expenses (Detail Attached)	15,191,909.00	65,362.61	1,000.00	15,256,271.61
Current Expenses (Detail Attached)	3,832,357.82	106,592.41	6,582.61	3,932,367.62
Capital Outlay (Detail Attached)	796,625.47	6,700.00	-	803,325.47
Ending Fund Balance	1,096,961.25		171,072.41	925,888.84
Total Account For	20,917,853.54	178,655.02	178,655.02	20,917,853.54

Justification: Transfer from Personnel Expenses to Current Expenses--Glades Campus, transfer from Current Expenses to Personnel Expenses--Staff & Program Development, carry-over for Staff & Program Development and an adjustment to the Testing budget.

Approved *[Signature]*
Chairman District Board of Trustees

December 21, 1983
Date

Certified *[Signature]*
Secretary of District Board

December 21, 1983 December 21, 1983
Date Date

Approved *Ralph D. Turlington*
State Commissioner

By *Richard McQuay*
DB 112 Revised

Date 1-6-84

PALM BEACH JUNIOR COLLEGE

Budget Resolution #21
Budget Amendment #36
General Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
530	Other Professional Salaries	28,846.02	
540	Tech., Clerical, Trade & Service Salaries	3,000.00	
560	Instructional OPS	4,500.00	1,000.00
570	Tech., Clerical, Trade & Service OPS	6,500.00	
580	Student Assistants	21,000.00	
591	Social Security Contributions	374.94	
592	State Retirement Contributions	611.65	
598	Tuition Fee Walvers	530.00	
		<u>65,362.61</u>	<u>1,000.00</u>
604	In-District Travel	3,967.00	
605	Out-of-District Travel	42,771.00	
615	Telephone & Telegraph	400.00	
620	Printing	2,000.00	
625	Repairs & Maintenance	200.00	
645	Other Services	18,642.00	
650	Professional Fees	6,000.00	
655	Ed/Office Materials & Supplies	7,733.00	
695	Other Expenses	24,879.41	6,582.61
		<u>106,592.41</u>	<u>6,582.61</u>
710	Furniture & Equipment	<u>6,700.00</u>	
380	Budgeted Fund Balance Changes		<u>171,072.41</u>

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

ITEM 10-D

DEC 27 1983

RESOLUTION NUMBER 22

FISCAL YEAR 83-84

AMENDMENT NUMBER 37

D-3-6301

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME Restricted Current NUMBER 2

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance				
Revenues (Detail Attached)	599,530.14			599,530.14
Bond Proceeds				
Total to be Accounted For	599,530.14			599,530.14
Personnel Expenses (Detail Attached)	290,460.00	2,000.00		292,460.00
Current Expenses (Detail Attached)	180,864.61			180,864.61
Capital Outlay (Detail Attached)	128,205.53		2,000.00	126,205.53
Ending Fund Balance				
Total Account For	599,530.14	2,000.00	2,000.00	599,530.14

Justification: Transfer from Capital Outlay to Personnel Expenses--IMTS/North.

Approved C. J. Little
Chairman, District Board of Trustees

December 21, 1983
Date

Certified G. M. Gentry
Secretary of District Board

December 21, 1983
Date

Adopted December 21, 1983
Date

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

Approved Ralph D. Tarrington
State Commissioner

By Richard McAvoy
DB 118 Revised

Date 1-6-84

PALM BEACH JUNIOR COLLEGE

Budget Resolution #22
Budget Amendment #37
Restricted Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
540	Tech., Clerical, Trade & Service Salaries	<u>2,000.00</u>	
710	Furniture & Equipment		1,500.00
730	Library Books & Films		500.00
			<u>2,000.00</u>

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

1983

ITEM 10-E

RESOLUTION NUMBER 23
AMENDMENT NUMBER 38

FISCAL YEAR 83-84

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME Restricted Current NUMBER 2

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance				
Revenues (Detail Attached)	599,530.14	49,854.94		649,385.08
Bond Proceeds				
Total to be Accounted For	599,530.14	49,854.94		649,385.08
Personnel Expenses (Detail Attached)	292,460.00	36,604.94	510.46	328,554.48
Current Expenses (Detail Attached)	180,864.61	13,633.46		194,498.07
Capital Outlay (Detail Attached)	126,205.53	127.00		126,332.53
Ending Fund Balance				
Total Account For	599,530.14	50,365.40	510.46	649,385.08

Justification: New Award: H.R.S. "Crossroads" Displaced Homemakers Grant.
Transfer from Personnel Expenses to Current Expenses--Co-op Ed Grant.

Approved [Signature]
Chairman, District Board of Trustees

December 21, 1983
Date

Certified [Signature]
Secretary of District Board

December 21, 1983 December 21, 1983
Date Date

Approved Ralph D. Tanbury
State Commissioner

By Richard McQuay
DB 118 Revised

Date 1-6-84

PALM BEACH JUNIOR COLLEGE

Budget Resolution #23
Budget Amendment #38
Restricted Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
425	State Grants	49,854.94	
530	Other Professional Salaries	16,606.00	
540	Tech., Clerical, Trade & Service Salaries	5,592.94	
560	Instructional OPS	8,024.00	
591	Social Security Contributions	2,025.00	
592	State Retirement Contributions	3,303.00	
597	Insurance Contributions	1,054.00	510.46
		36,604.94	510.46
604	In-District Travel	1,495.00	
605	Out-of-District Travel	500.00	
615	Telephone & Telegraph	191.00	
620	Printing	1,380.46	
645	Other Services	1,008.00	
655	Ed/Office Materials & Supplies	3,589.00	
670	Subscriptions & Periodicals	225.00	
680	Scholarships & Waivers	2,250.00	
696	Interfund Transfers	2,995.00	
		13,633.46	
710	Furniture & Equipment	127.00	



STATE OF FLORIDA

DEPARTMENT OF

Health & Rehabilitative Services

District Nine

111 GEORGIA AVENUE, WEST PALM BEACH, FLORIDA 33401

Bob Graham, Governor

December 2, 1983

TO: Palm Beach Junior College
4200 Congress Avenue
Lake Worth, FL 33461

FROM: Office of Grants Management

SUBJECT: Notification of Contract Approval

The following contract has been approved:

Contract No. IG024

Program Area: Aging and Adult Services

Type Contract: Displaced Homemakers Program

Contract Term: 12/1/83 to 6/30/84

Contract Amount: \$ 49,854.94

In the event you need assistance with any aspects of this contract please feel free to contact the Contract Manager Ruth Cook at 305-837-5138 with respect to programmatic matters or the Contract Administrator Bob Inman at 305-837-5083 with respect to fiscal matters or Bob Inman at 305-837-5083 with respect to payment matters.

Thank You.

Karen Mayer
District IX Grants Manager

KM/jle

Attachments:

C. Notice and Contact

The Contract Manager for the Department for this contract is Barry Rogers. The representative of the Provider responsible for the administration of the program under this contract is Edward M. Cissel. In the event that different representatives are designated by either party after execution of this contract, notice of the name and address of the new representative will be rendered in writing to the other party and said notification attached to originals of this contract.

D. Renegotiation or Modification

Modifications of provisions of this contract shall only be valid when they have been reduced to writing and duly signed. The parties agree to renegotiate this contract if Federal and/or State revisions of any applicable laws, regulations, or budget allocations make changes in this contract necessary. The Department shall be the final authority as to the availability of funds for this contract due to Federal and/or State revisions of any applicable laws, regulations, or budget allocations.

E. Name and Address of Payee

The name and address of the official payee to whom the payment shall be made: Palm Beach Junior College (Attention: J. Barry Rogers, Controller)
4200 Congress Avenue, Lake Worth, Florida 33461

F. All Terms and Conditions Included

This contract and its attachments as referenced: (Attachments I, II, III)
contain all the terms and conditions agreed upon by the parties.

IN WITNESS THEREOF, the parties hereto have caused this 55 page contract to be executed by their undersigned officials as duly authorized.

PROVIDER

BY: Palm Beach Junior College
NAME: Edward M. Cissel (T)
TITLE: President
DATE: 11/22/83

STATE OF FLORIDA
DEPARTMENT OF HEALTH AND
REHABILITATIVE SERVICES

BY: Lawrence M. Dougher
NAME: LAWRENCE M. DOUGHER
TITLE: Administrator, District IX
DATE: 11/29/83

CONTRACT MANAGER

DATE: _____

CONTRACT ADMINISTRATOR

DATE: _____

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

ITEM 10-H

RECEIVED

RESOLUTION NUMBER 24
AMENDMENT NUMBER 39

DEC 27 1983

FISCAL YEAR 83-84

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME Unexpended Plant NUMBER 7

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	15,867,191.57			15,867,191.57
Revenues (Detail Attached)	4,041,388.00			4,041,388.00
Bond Proceeds				
Total to be Accounted For	19,908,579.57			19,908,579.57
Personnel Expenses (Detail Attached)				
Current Expenses (Detail Attached)				
Capital Outlay (Detail Attached)	14,651,785.24	32,000.00		14,683,785.24
Ending Fund Balance	5,256,794.33		32,000.00	5,224,794.33
Total Account For	19,908,579.57	32,000.00	32,000.00	19,908,579.57

Justification: Budget additional funds into Millage Projects #110--Energy Conservation, #139--Outdoor Kiln & Sculpture Patio, #141--Sound Equipment (HU-02), and #172--Equipment II.

Approved *B. O. ...*
Chairman, District Board of Trustees

December 21, 1983
Date

Certified *E. M. ...*
Secretary of District Board

December 21, 1983 December 21, 1983
Date Date

Approved *Ralph D. ...* STATE OF FLORIDA, DEPARTMENT OF EDUCATION
State Commissioner

By *Richard M. ...*
DB 118 Revised

Date 1-6-84

PALM BEACH JUNIOR COLLEGE

Budget Resolution #24

Budget Amendment #39

Unexpended Plant Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
718	Furniture & Equipment/Millage	9,000.00	
758	Bldgs & Fixed Equipment/Millage	23,000.00	
380	Budgeted Fund Balance Changes		32,000.00

PALM BEACH JUNIOR COLLEGE
ANALYSIS of PLANT FUND EXPENDITURES
FOR 1983-84 FISCAL YEAR

recap by source	total funds	local	license tag fees	sbe bonds	1977-78 peco	1978-79 1979-80 peco	1981-82 1980-81 1979-80 spec. appr	millage funds	1982-83 1982-83 spec. appr	1983-84 1983-84 spec. appr
beg bal	15867191.57	453290.53	433642.90	372213.84	259857.30	81777.45	47842.23	9812411.07	4406156.25	
add revenue	4343928.33**	0.00	80000.00	302540.33	69972.00	298406.00	0.00	400000.00	319405.00	2873605.00
ded. expend	14683785.24	420266.09	281415.48	559941.38	111844.57	89046.59	47842.23	5574262.65	4725561.25	2873605.00
end balance	5527334.66**	33024.44	232227.42	114812.79	217984.73	291136.86	0.00	4638148.42	0.00	0.00

*expenditure of prior year bond proceeds **Includes bond proceeds of prior years of #302,540.33										
exp. by source										
#01	3223.75					0.00	3223.75			
#06	111844.57				111844.57					
#07	33731.98					0.00	33731.98			
#18	281415.48		281415.48						0.00	
#19	10886.50						10886.50		0.00	
#30	648987.97			559941.38		89046.59				
#57	119405.00								119405.00	
#58	123605.00									123605.00
# L-1003	2586.45	2586.45								
# L-102	23243.82							23243.82		
# L-103	1705450.00							1705450.00		
# L-107	346153.79							346153.79		
# L-108	662.35							662.35		
# L-109	20523.68							20523.68		
# L-110	31955.10							31955.10		
# L-111	38946.25							38946.25		
# L-114	36302.00							36302.00		
# L-115	0.00									
# L-116	50787.44							50787.44		

[illegible]

PALM BEACH JUNIOR COLLEGE - ANALYSIS OF PLANT FUND EXPENDITURES - FOR 1982-83 FISCAL YEAR

EXHIBIT G
PAGE 3 of 6

	total funds	local	license tag fees	sbe bonds	1977-78 peco	1978-79 1979-80 peco	1981-82 1980-81 1979-80 spec. appr	millage funds	1982-83 spec. appr	1983-84 spec. appr
# L-156	765344.69							765344.69		
# L-157	0.00									
# L-158	0.00									
# L-159	17468.58							17468.58		
# L-160	0.00									
# L-162	0.00									
# L-163	0.00							0.00		
# L-166	8250.00							8250.00		
# L-168	0.00									
# L-169	2926.12							2926.12		
# L-170	0.00									
# L-171	162418.12							162418.12		
# L-172	37139.30							37139.30		
#L-174	30000.00							30000.00		
# L-175	0.00							0.00		
# L-176	14496.65							14496.65		
#20,40-44	4606156.25								4606156.25	0.00
# L -177	0.00							0.00		
#L -1004	22087.50	22087.50						0.00		
#L -1005	395592.14	395592.14								
# - 37	2500000.00									2500000.00
# - 22	250000.00									250000.00
TOTALS	14683785.24	420266.09	281415.48	559941.38	111844.57	89046.59	47842.23	5574262.65	4725561.25	2873605.00

PALM BEACH JUNIOR COLLEGE - ANALYSIS OF PLANT FUND EXPENDITURES - FOR 1983-84 FISCAL YEAR					EXHIBIT G
EXPENDITURES BY PROJECT AND TYPE					G.L. 730
	TOTAL	G.L. 700	G.L. 750	G.L. 790	
#01 - ARCHITECTURAL PLANNING/NORTH CAMPUS	3223.75		3223.75		
#06 - AIR CONDITION/ GYMNASIUM	111844.57		111844.57		
#07 - NORTH CAMPUS - PHASE 1	33731.98	13309.94	15390.00		5032.04
#18 - PHYSICAL EDUCATION FACILITIES - BELLE GLADE CAMPUS	281415.48		281415.48		
#19 - SAFETY TO LIFE AND HEALTH	10886.50		10886.50		
#30 - STUDENT AFFAIRS BUILDING	648987.97		648987.97		
#57 - MAINTENANCE REPAIRS 82-83	119405.00			119405.00	
#58 - MAINTENANCE REPAIRS 83-84	123605.00			123605.00	
L-1003 - PARKING LOT	2586.45			2586.45	
L-102 - RENOVATION/REMODELING OF CHEMISTRY LABORATORIES	23243.82		23243.82		
L-103 - RENOVATION/REMODELING OF AUDITORIUM EDUCATION FACILITIES	1705450.00		1705450.00		
L-107 - AD WING - AIR CONDITIONING R - MATERIALS - SOCIAL SCIENCE CEILING AND WALL REPAIRS	346153.79	71647.00	274506.79		
L-108 - PHOTO LAB(HU50 & 51)	662.35	662.35			
L-109 - TRANSION PLAN - HANDICAPPED -VISUAL WARNINGS, WALKWAY TO P.E., THRESHOLDS, ELEVATOR CONTROLS	20523.68		20523.68		
L-110 - ENERGY CONSERVATION	31955.10	7737.12	20000.00	4217.98	
L-111 - REPLACEMENT OF DOORS THROUGHOUT CAMPUS	38946.25		38946.25		
L-114 - COMPLETE BASEBALL COMPLEX,INCLUDING FENCING	36302.00			36302.00	
L-115 - COMPLETE SOFTBALL COMPLEX	0.00				
L-116 - RENOVATE AND REPAIR & PROVIDE ADDITION TO TENNIS COMPLEX	50787.44			50787.44	

EXPENDITURES BY PROJECT AND TYPE

	TOTAL	G.L. 700	G.L. 750	G.L. 790	G.L. 730
L-117 - FITNESS CENTER AND STORAGE	0.00				
L-118 - BELLE GLADE AUDITORIUM EQUIPMENT	109391.71	104636.71	4755.00		
L-119 - NORTH CAMPUS EQUIPMENT	226085.89	226085.89			
L-120 - AIR-CONDITIONING DATA PROCESSING	0.00		0.00		
L-121 - ROOFING REPAIRS AND REPLACEMENT THROUGHOUT CAMPUS	758943.33		758943.33		
L-122 - RENOVATION/REMODELING OF BIOLOGY LABS	0.00				
L-123 - REPLACE SOUTH PARKING LOT LIGHTS	76021.27		2000.00	74021.27	
L-124 - SIGNAGE	12564.39			12564.39	
#L-125 - UTILITIES MANAGEMENT COMPUTER SYSTEM	123553.71	123553.71			
#L-126 - GENERAL COLLEGE STORAGE BUILDING	93840.31			93840.31	
#L-127 - REPLACEMENT OF SUN SCREEN DECORATIVE BLOCK AT TECH BLDG.	20365.00			20365.00	
#L-128 - RESURFACING OF PARKING LOTS AS NEEDED	85629.58			85629.58	
#L-130 - RENOVATION OF ADMINISTRATION BUILDING	46650.43		46650.43		
#L-134 - OUTDOOR RESTROOM FACILITIES and PRESS BOX	16500.00		16500.00		
#L-135 - RENOVATIONS TO STUDENT ACTIVITY CENTER	471981.95		471981.95		
#L-138 - RESTROOM - CENTER FOR EARLY LEARNING	0.00		0.00		
#L-139 - OUTDOOR KILN AND SCULPTURE PATIO	83277.25		83277.25		
#L-141 -REPLACE PROJECTION AND SOUND EQUIPMENT - HU 02	36401.61	2572.17	33829.44		
#L-142 - BOOKSTORE/RECEIVING CENTER	34386.32		34386.32		
#L-144 - READING CENTER DRAPERIES - AD 5 & 6	2400.00	2400.00			
#L-147 - REPAIRS TO EXISTING FACILITY ONLY - REQUIRED STRUCTURAL	45025.88		45025.88		
#L-147A- GYMNASIUM STORAGE	22000.00		22000.00		
#L-148 - REPAIRS TO EXISTING FACILITY ONLY - REQUIRED STRUCTURAL MODIFICATIONS - GYMNASIUM	0.00				
#L-149 - BELLE GLADE -REPLACE PARKING LOT AND CORRIDOR LIGHTS	6798.96			6798.96	
#L-151 - TV PRODUCTION CAPABILITIES FOR ALLIED HEALTH	0.00				
#L-152 - MUSIC DEPARTMENT EQUIPMENT REPLACEMENTS - SOCIAL SCIENCE	0.00				
#L-153 - MAINTENANCE TO PROVIDE LABOR - MATERIALS - SOCIAL SCIENCE CEILING AND WALL REPAIRS	10377.17		10377.17		
#L-155 - STUDENT ACTIVITY EQUIPMENT	0.00				

EXPENDITURES BY PROJECT AND TYPE	TOTAL	G.L. 700	G.L. 750	G.L. 790	G.L. 730
#L-156 - EQUIPMENT - ALL DEPARTMENTS	765344.69	761410.47	3934.22		
#L-157 - SOUTH CENTER - ANALYTICAL BALANCES	0.00				
#L-158 - BUSINESS EDUCATION DEPARTMENT EQUIPMENT	0.00				
#L-159 - BUSINESS AFFAIRS EQUIPMENT	17468.58	17468.58			
#L-160 - ENGINEERING TECH EQUIPMENT	0.00				
#L-162 - PRINT SHOP EQUIPMENT	0.00				
#L-163 -RENOVATION OF INVENTORY OFFICE	0.00		0.00		
#L-166 - REPAIR/REPLACE EXPANSION JOINTS, AS NEEDED	8250.00		8250.00		
#L-168 - PHYSICS BENCHES	0.00				
#L-169 - COPY MACHINES	2926.12	2926.12			
#L-170 - CENTER FOR PERSONALIZED INSTRUCTION	0.00				
#L-171 - FIRE ALARM SYSTEM	162418.12		162418.12		
#L-172 - MILLAGE EQUIPMENT/II	37139.30	35139.30	2000.00		
#L-174 - BURGLAR ALARM SYSTEM	30000.00		30000.00		
#L-175 - UTILITIES FOR STUDENT ACTIVITY BUILDING	0.00		0.00		
#L-176 - GLADES CLASSROOM ALTERATIONS	14496.65		14496.65		
#20,40-44 - LLRC &ACADEMIC LABS/NO	4606156.25	475000.00	4131156.25		
# - 177 - FITNESS TRAIL	0.00			0.00	
# - L1004 - GOVERNERS POINT BLDG.	22087.50		22087.50		
# -L1005 - SOUTH CAMPUS	395592.14		395592.14		
# - 37 -STUDENT CENTER - NORTH CAMPUS	2500000.00		2500000.00		
# - 22 - VOCATIONAL TECH FACILITY/NORTH	250000.00		250000.00		
TOTALS	14683785.24	1844549.36	12204080.46	630123.38	5032.04

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE
RECEIVED**

ITEM 10-1

DEC 27 1983

RESOLUTION NUMBER 25

FISCAL YEAR 83-84

AMENDMENT NUMBER 40

600 - 6301

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME General Current

NUMBER 1

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance	2,879,193.79			2,879,193.79
Revenues (Detail Attached)	18,038,659.75			18,038,659.75
Bond Proceeds				
Total to be Accounted For	20,917,853.54			20,917,853.54
Personnel Expenses (Detail Attached)	15,256,271.61	6,300.00		15,262,571.61
Current Expenses (Detail Attached)	3,932,367.62		6,300.00	3,926,067.62
Capital Outlay (Detail Attached)	803,325.47			803,325.47
Ending Fund Balance	925,888.84			925,888.84
Total Account For	20,917,853.54	6,300.00	6,300.00	20,917,853.54

Justification: Transfer funds from Current Expenses to Personnel Expenses in the Staff & Program Development Budget.

Approved *B. O. [Signature]*
Chairman, District Board of Trustees

December 21, 1983
Date

Certified *[Signature]*
Secretary of District Board

December 21, 1983
Date

Adopted December 21, 1983
Date

Approved *Ralph D. [Signature]*
State Commissioner

By *Richard McAnoy*
DB 118 Revised

Date 1-6-84

PALM BEACH JUNIOR COLLEGE

Budget Resolution #25
Budget Amendment #40
General Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
540	Tech., Clerical, Trade & Service Salaries	5,418.90	
591	Social Security Contributions,	343.98	
592	State Retirement Contributions,	537.12	
		<u>6,300.00</u>	
695	Other Expenses		<u>6,300.00</u>

**BUDGET AMENDMENT REQUEST
PALM BEACH JUNIOR COLLEGE**

ITEM 10-D

RESOLUTION NUMBER 42

FISCAL YEAR 83-84

AMENDMENT NUMBER 49

Be it Resolved that the Board of Trustees of Palm Beach Junior College District, State of Florida, in meeting assembled, Pursuant to Section 230.769, Florida Statutes, and Chapter 6A-14.713 State Board of Education Regulations, hereby requests the State Commissioner of Education to approve amendments to the junior college budget for the fiscal year as follows:

FUND NAME Restricted Current

NUMBER 2

CATEGORY	Present Budget	Increase	Decrease	Revised Budget
Beginning Fund Balance				
Revenues (Detail Attached)	649,385.08	15,300.00		664,685.08
Bond Proceeds				
Total to be Accounted For	649,385.08	15,300.00		664,685.08
Personnel Expenses (Detail Attached)	328,554.48			328,554.48
Current Expenses (Detail Attached)	194,498.07	2,800.00		197,298.07
Capital Outlay (Detail Attached)	126,332.53	12,500.00		138,832.53
Ending Fund Balance				
Total Account For	649,385.08	15,300.00		664,685.08

Justification: New Award: Florida Information Resource Network.

Approved _____
Chairman, District Board of Trustees

Date

Certified _____
Secretary of District Board

Date

Adopted _____
Date

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

Approved _____
State Commissioner

By _____
DB 118 Revised

Date _____

PALM BEACH JUNIOR COLLEGE

Budget Amendment #49
Budget Resolution #42
Restricted Current Fund

Detail Attachment

<u>GL#</u>	<u>Title</u>	<u>Increase</u>	<u>Decrease</u>
425	State Grants	15,300.00	
655	Ed/Office Materials & Supplies	2,800.00	
710	Furniture & Equipment	12,500.00	



RALPH D. TURLINGTON
COMMISSIONER

STATE OF FLORIDA

DEPARTMENT OF EDUCATION

TALLAHASSEE 32301

Pres. staff

*11/30/83
Helen + Holcomb*

*FYI
Arthur*

November 4, 1983

Edward M. Eissey
President
Palm Beach Junior College
4200 Congress Avenue
Lake Worth, Florida 33461

Dear Ed:

I am writing this letter to inform you that the proposal submitted by your staff to expand the Florida Information Resource Network (FIRN) into your college has been approved. The project will be funded as provided for in Item 315A of the General Appropriation Act.

The allocation for this project is \$15,300.00 and includes \$12,500.00 for hardware and \$2,800.00 for software to support instructional computing by accessing the various software products available at the regional data centers.

Sincerely,

Ralph

Ralph D. Turlington

bmb/RDT

cc: Mr. Terrell W. Shoultes
Mr. Glenn Mayne
Mr. Harry Rudy
Mr. David Brittain

→ Let him give you details.

CHANGE ORDER

INSTRUCTIONS. When a change to a public school or community college construction project contract is necessary, this form shall be used. Submit one copy of each board approved Change Order as it occurs to Office of Educational Facilities (OEF) together with one copy of Letter of Transmittal form (OEF 208). Statement of Construction form (OEF 004) as required by 6A-2.18(3), has previously been filed with OEF. Check the appropriate term in parenthesis. Reproduce form in sufficient quantity for your use. (SBE Rule 6A-2.20)

OEF USE ONLY

TO OFFICE OF EDUCATIONAL FACILITIES (OEF)
ATTENTION: TECHNICAL FACILITIES DEVELOPMENT AND MANAGEMENT
FLORIDA DEPARTMENT OF EDUCATION
KNOTT BUILDING 126 COLLINS
TALLAHASSEE, FLORIDA 32301

OEF Assigned Project Number

RE: JOB NUMBER: 171 B/C 82-025 CHANGE ORDER NUMBER TWO (2)
JOB TITLE: FIRE ALARM - PHASE 2

OWNER: (☐ SCHOOL BOARD ☒ BOARD OF TRUSTEES) OF PALM BEACH JUNIOR COLLEGE
Address: 4200 S. CONGRESS AVENUE LAKE WORTH FLORIDA 33461
Street/P.O. Box City State Zip

(☒ ARCHITECT ☐ ENGINEER) FIRM NAME: PEACOCK & LEWIS ARCHITECTS & PLANNERS, INC.
Address: 501 S. FLAGLER DRIVE, SUITE 500, WEST PALM BEACH, FLORIDA 33401
Street/P.O. Box City State Zip

CONTRACTOR FIRM NAME: HOFF ELECTRIC COMPANY
Address: 371 CYPRESS DRIVE TEQUESTA FLORIDA 33458
Street/P.O. Box City State Zip

- THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: JULY 22 1982
ORIGINAL CONTRACT AMOUNT: \$ 151,000.00
- REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 153,928.95
- CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: LABOR AND MATERIAL REQUIRED TO REPAIR STORM DAMAGE AS OF MAY 30, 1983.

Use space provided on back of page if more space is required.

- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS -0- CALENDAR DAYS.
- FOR THESE CHANGES: (☒ ADD TO ☐ DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF ELEVEN THOUSAND ONE HUNDRED SIXTY-TWO AND 50/100 DOLLARS \$ 11,162.50
- STATUS OF THE ACCOUNT
CURRENT CONTRACT AMOUNT: \$ 153,928.95
ADDITION TO CONTRACT: \$ 11,162.50
DEDUCTIONS TO CONTRACT: \$
REVISED CONTRACT AMOUNT: \$ 165,091.45

(☒ ARCHITECT ☐ ENGINEER) CERTIFICATION: In my considered professional opinion as project (☐ architect ☐ engineer), the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: *Ronald W. Williams* Date: 12/6/83
(☒ ARCHITECT ☐ ENGINEER)

ACCEPTED: Signature: *Jack F. Hoff* Date: 12/12/83
(CONTRACTOR)

APPROVED: Owner: *[Signature]* Date: 1/18/83
(☐ SUPERINTENDENT ☒ PRESIDENT); FOR THE BOARD.



CHANGE ORDER

INSTRUCTIONS: When a change to a public school or community college construction project contract is necessary, this form shall be used. Submit one copy of each board approved Change Order as it occurs to Office of Educational Facilities (OEF) together with one copy of Letter of Transmittal form (OEF 208). Statement of Construction form (OEF 004) as required by 6A-2.18(3), has previously been filed with OEF. Check the appropriate term in parenthesis. Reproduce form in sufficient quantity for your use. (SBE Rule 6A-2.20)

OEF USE ONLY

TO: OFFICE OF EDUCATIONAL FACILITIES (OEF)
 ATTENTION: TECHNICAL FACILITIES DEVELOPMENT AND MANAGEMENT
 FLORIDA DEPARTMENT OF EDUCATION
 KNOTT BUILDING - 126 COLLINS
 TALLAHASSEE, FLORIDA 32301

OEF Assigned Project Number _____

RE: JOB NUMBER: 107 CHANGE ORDER NUMBER: TWO (2)
 JOB TITLE: CENTER FOR PERSONALIZED INSTRUCTION

OWNER: (<input type="checkbox"/> SCHOOL BOARD <input checked="" type="checkbox"/> BOARD OF TRUSTEES) OF: PALM BEACH JUNIOR COLLEGE			
Address: 4200 CONGRESS AVENUE, LAKE WORTH, FLORIDA		33461	
Street/P.O. Box	City	State	Zip
(<input checked="" type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER) FIRM NAME: PEACOCK & LEWIS ARCHITECTS & PLANNERS, INC.			
Address: 501 SO. FLAGLER DRIVE, WEST PALM BEACH, FLORIDA		33401	
Street/P.O. Box	City	State	Zip
CONTRACTOR FIRM NAME: SELECT CONTRACTING, INC.			
Address: 1547 NO. FLORIDA MANGO ROAD, WEST PALM BEACH, FL		33409	
Street/P.O. Box	City	State	Zip

- THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: MAY 16, 1983
 ORIGINAL CONTRACT AMOUNT: \$ 268,130.00
- REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ -0-
- CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: LIQUIDATED DAMAGES ACCESSED.
 \$100/DAY X 1/3 (PROJECT PORTION) X 32 DAYS = \$1,066.00

Use space provided on back of page if more space is required.

- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS -- CALENDAR DAYS.
- FOR THESE CHANGES: (☐ ADD TO ☒ DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF: ONE THOUSAND SIXTY-SIX AND NO/100 DOLLARS
 \$ 1,066.00
- STATUS OF THE ACCOUNT
 CURRENT CONTRACT AMOUNT: \$ 268,130.00
 ADDITION TO CONTRACT: \$ -0-
 DEDUCTIONS TO CONTRACT: \$ 1,066.00
 REVISED CONTRACT AMOUNT: \$ 267,064.00

(☒ ARCHITECT ☐ ENGINEER) CERTIFICATION: In my considered professional opinion as project (☐ architect ☐ engineer), the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: Donald W. Williams

Date: DECEMBER 14, 1983

(☒ ARCHITECT ☐ ENGINEER)ACCEPTED: Signature: Paul S. Lee

Date: DEC 16 1983

(CONTRACTOR)

APPROVED: Owner: _____

Date: _____

(☐ SUPERINTENDENT ☐ PRESIDENT); FOR THE BOARD.

CHANGE ORDER

INSTRUCTIONS: When a change to a public school or community college construction project contract is necessary, this form shall be used. Submit one copy of each board approved Change Order as it occurs to Office of Educational Facilities (OEF) together with one copy of Letter of Transmittal form (OEF 208). Statement of Construction form (OEF 004) as required by 6A-2.18(3), has previously been filed with OEF. Check the appropriate term in parenthesis. Reproduce form in sufficient quantity for your use. (SBE Rule 6A-2.20)

OEF USE ONLY

TO: OFFICE OF EDUCATIONAL FACILITIES (OEF)
 ATTENTION: TECHNICAL FACILITIES DEVELOPMENT AND MANAGEMENT
 FLORIDA DEPARTMENT OF EDUCATION
 KNOTT BUILDING - 126 COLLINS
 TALLAHASSEE, FLORIDA 32301

OEF Assigned Project Number

RE: JOB NUMBER: 107 CHANGE ORDER NUMBER: THREE (3)
 JOB TITLE: CENTER FOR PERSONALIZED INSTRUCTION

OWNER: (☐ SCHOOL BOARD ☒ BOARD OF TRUSTEES) OF: PALM BEACH JUNIOR COLLEGE

Address: 4200 CONGRESS AVENUE, LAKE WORTH, FLORIDA 33461

Street/P.O. Box

City

State

Zip

(☒ ARCHITECT ☐ ENGINEER) FIRM NAME: PEACOCK & LEWIS ARCHITECTS & PLANNERS, INC.

Address: 501 SO. FLAGLER DRIVE, WEST PALM BEACH, FLORIDA 33401

Street/P.O. Box

City

State

Zip

CONTRACTOR FIRM NAME: SELECT CONTRACTING, INC.

Address: 1547 NO. FLORIDA MANGO ROAD, WEST PALM BEACH, FL 33409

Street/P.O. Box

City

State

Zip

- THE OWNER AUTHORIZED THE CONTRACTOR TO MAKE THE FOLLOWING CHANGE(S) IN THE CONTRACT DATED: MAY 16, 1983

ORIGINAL CONTRACT AMOUNT: \$ 268,130.00

- REVISED CONTRACT AMOUNT BY PREVIOUS CHANGE ORDER(S): \$ 267,064.00

- CHANGE(S) AND REASON(S) FOR THIS CHANGE ORDER: SEE ATTACHED SHEET.

Use space provided on back of page if more space is required.

- ADDITIONAL TIME NEEDED FOR THIS CHANGE ORDER IS _____ CALENDAR DAYS.

- FOR THESE CHANGES: (☒ ADD TO ☐ DEDUCT FROM) THE CONTRACT, IN ACCORDANCE WITH THE CONDITIONS OF THE CONTRACT, THE SUM OF: ONE THOUSAND NINE HUNDRED EIGHT AND 28/100 DOLLARS

\$ 1,908.28

- STATE OF THE ACCOUNT

CURRENT CONTRACT AMOUNT: \$ 267,064.00

ADDITION TO CONTRACT: \$ 1,908.28

DEDUCTIONS TO CONTRACT: \$ -0-

REVISED CONTRACT AMOUNT: \$ 268,972.28

(☒ ARCHITECT ☐ ENGINEER) CERTIFICATION: In my considered professional opinion as project (☐ architect ☐ engineer), the prices quoted in this Change Order are both fair and reasonable and in the proper ratio to the cost of the original work contract under benefit of competitive bidding.

Signature: *Donald S. Williams*

Date: DECEMBER 14, 1983

(☒ ARCHITECT ☐ ENGINEER)

ACCEPTED: Signature: *[Signature]*

(CONTRACTOR)

Date: DEC 16 1983

APPROVED: Owner:

Date:

(☐ SUPERINTENDENT ☐ PRESIDENT); FOR THE BOARD.

PALM BEACH JUNIOR COLLEGE
CENTER FOR PERSONALIZED INSTRUCTION
PROJECT NUMBER 107
CHANGE ORDER #3

REASONS FOR THIS CHANGE ORDER:

ARCHITECTURAL ITEMS

ITEM A.1	DEDUCT DRYWALL SOFFIT	[\$3,526.00]
ITEM B.5	ADD DRYWALL SOFFIT	\$3,315.65
ITEM B.1	ADD ACOUSTICAL CEIL.	\$2,209.75
ITEM A.2	DEDUCT TRIM @ FOLD. PART.	[\$ 226.80]
ITEM A.6	ADD TRIM @ FOLD. PART.	\$ 880.83
ITEM B.2	ADD FOR S.S. PANIC DEVICES	\$ 840.42
ITEM B.3	ADD FRAMING TO EXIST. COLS.	\$ 912.83

MECHANICAL ITEMS

DUCTWORK, INSULATION, HANGERS	[\$1,932.00]
-------------------------------	--------------

ELECTRICAL ITEMS

RECEPTACLES, PANELS, FIXTURES	[\$ 566.40]
-------------------------------	-------------

Project: Police Training Supplies
 Law Enforcement
 Requisitioned by: Mr. Joseph Macy
 8 Bids Solicited - 3 Bids Received - 0 No Bids

Item 13A
 PBJC Bid Tabulation: 83/84-36
 Date: January 9, 1984
 Date Solicited: December 6, 1983
 Date Opened: December 20, 1983
 Presented to Board: January 18, 1984

Vendor	Terms	Delivery	Item 1	Item 2	Item 3	Item 4	Item 5
Fairchild-Lowell Corp.	Net	20 Days	--	--	\$462.00	(\$452.40)	\$914.40
Kennedy & Kennedy	Net	21 Days	--	--	\$480.00	\$792.00	\$744.00 636.00 (alt)
Lawmen's & Shooters Supply	Net	30-45 Days	<u>\$3,646.08</u>	<u>\$1,599.36</u>	<u>\$389.28</u>	<u>\$563.28</u>	<u>\$622.32</u>

Recommendation: Designated lowest and best bidder for source.

Note: Item 4 - Vendor offers unfamiliar brand item and fails to include specification sheets in order that evaluation could be made.

Lawmen's & Shooters Supply
Terms-Net

Item 1	\$3,646.08
2	1,599.36
3	389.28
4	563.28
5	622.32
Total	<u>\$6,820.32</u>


 Director of Purchasing

Project: Seal Coating
Glades Campus
Requisitioned by: Mr. Claude Edwards
6 Bids Solicited - 2 Bids Received - 0 No Bids

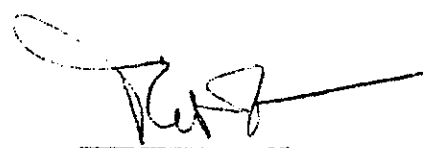
Item 13B
PBJC Bid Tabulation: 83/84-37
Date: January 9, 1984
Date Solicited: December 15, 1983
Date Opened: January 3, 1984
Presented to Board: January 18, 1984

<u>Vendor</u>	<u>Terms</u>	<u>Delivery</u>	<u>Item 1</u>
Dennis L. Smith	Net	30 Days	<u>\$10,165.17</u>
Asphalt Seal Coating	Net	30 Days	\$11,880.00

Recommendation: Designated lowest and best bidder for source.

Dennis L. Smith
Terms Net

Item 1 \$10,165.17


Director of Purchasing

Invitation to Bid: 83/84-37

Due Date: January 2, 1984

TERMS AND CONDITIONS

- A. **Delivery:** Cost of delivery to destination, Palm Beach Junior College, 4200 Congress Avenue, Lake Worth, Florida, 33461.
- B. **Delivery Date:** Delivery date shall comply with the successful bidder's delivery schedule as stated and signed on the Bid Tender Form.
- C. **Guarantee:** The manufacturer's standard guarantee shall apply unless otherwise stated herein as an integral part of the detailed specifications.
- D. **Quantities:** The college reserves the right to increase or decrease the quantities stated herein in order to meet the actual needs or to keep within the budget allocation and further reserves the right to accept lowest/or best bid item by item.

**Seal Coating
Palm Beach Junior College
Glades Campus
Specifications**

- Purpose:** The intent and purpose of this bid is to secure a firm price for the supply and application of a seal coating to the parking lots and entrance way to the Glades Campus of Palm Beach Junior College located at 1977 College Drive, Belle Glade, Florida.
- Specifications:** Specifications shall be in Accordance with the information contained herein unless clearly stated otherwise in your bid return
- PROJECT:** Seal coating for the parking lots and entryway at the Palm Beach Junior College Glades Campus at Belle Glade at a minimum rate of 0.167 gallons of approved seal coat material per square yard.
- MATERIAL:** The type of material to be used shall meet or exceed Federal Specification R-P-355D.
- APPLICATION:**
1. The approved material shall not be diluted for application.
 2. The Area to be covered shall be completely cleaned by brooming or power blower.
 3. The temperature must be 50 degrees or above with seven to eight hours drying time in the forecast.
 4. The pavement shall be covered with a uniform coating of approved material at a minimum rate of 0.167 gallons per square yard.
 5. The pavement shall be dry at time of application.

NOTE: The award winning bidder must submit in writing from the manufacturer that the product used meets or exceeds Federal Specification R-P-355D.

Guarrantee shall be for _____

and include _____

Proposal:

Bidder proposes and agrees to provide the finished project in accordance with all terms and conditions as contained herein for the total sum of \$ _____ based on _____ sq. yards at \$ _____ per yard.

NOTE: IT IS NOT THE INTENT OF THE COLLEGE TO LIMIT BIDDING BY SPECIFYING A PARTICULAR MANUFACTURER, BRAND OR MODEL NUMBER BUT RATHER TO SET A LEVEL OF QUALITY DESIRED.

Discount of _____ % for payment wighin _____ days after final billing. (Discount must apply to payments being made after completion of order.)

Your delivery _____ days after receipt of order.

PLEASE SUBMIT YOUR BID IN DUPLICATE, RETAINING THE THIRD COPY FOR YOUR FILES.

SUBMITTED BY: BIDDER _____

SIGNATURE _____

ADDRESS _____

PHONE _____